Canon

# iR 3300/iR 2800/iR 2200

## Reference Guide

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# About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

| | |
|---|---|
| For Basic Use ..... Troubleshooting..... | Reference Guide (This Document) |
| For Basic Copying..... For Convenient Copying..... | Copying Guide |
| For Basic Mail Box Function Use..... For Convenient Mail Box Function Use..... | Mail Box Function Guide |
| For Fax Use ..... For Convenient Fax Use..... | Facsimile Guide |
| For Remote UI Use ..... | Remote UI Guide CD-ROM |
| For Setting Up the Network Connection & Installing the CD-ROM Software..... | Setup Guide |
| For Printer Use ..... | PS/PCL Printer Guide CD-ROM |
| For Installing Printer Driver, etc..... | PS Driver Guide PCL Driver Guide CD-ROM |
| For Connecting and Setting the Network ..... | Network Guide CD-ROM |

The manuals supplied with optional equipment are included in the list above.
Depending on the system configuration and product purchased, some manuals may be unavailable (irrelevant).

CD-ROM Guides with this symbol are PDF manuals included on the attached CD-ROM.

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# How This Manual Is Organised


**Chap 1** Before You Start Using This Machine — Please read this chapter — 1

**Chap 2** Checking Various Job Operations and Device Status — 2

**Chap 3** Setting and Storing Settings to Suit your Needs — 3

**Chap 4** System Manager Settings — 4

**Chap 5** Routine Maintenance — 5

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**Chap 7** Handling Options — 7

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Contains the Appendices and Index.


- Considerable effort has been made to make sure that this manual is free of inaccuracies and omissions.
- However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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# PREFACE

Thank you for purchasing the Canon iR3300/iR2800/iR2200 Series Machine. This Manual describes the use of the iR3300/iR2800/iR2200 Series Machine and the parts that are common to each function.

Please read this manual thoroughly before operating the iR3300/iR2800/iR2200 Series Machine, in order to familiarise yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

## CAUTION:

In this manual, CAUTION MESSAGES with this ⚠ symbol indicate that neglecting the suggested procedure or practice could result in personal injury.


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# Safety Information

## 1. Laser Safety

This Product is certified as a Class 1 laser product under EN60825-1:1994. This means that the product does not produce hazardous laser radiation.
Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

## 2. Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.
The following label is attached to the main unit where there is danger of exposure to laser radiation:

DANGER- Invisible laser radiation when opening the cover, removing developing assembly, or cartridges. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPENING THE COVER, REMOVING DEVELOPING ASSEMBLY. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE DU COUVERCLE. DU DÉMONTAGE DE L'ENSEMBLE DE DÉVELOPPEMENT. EVITER TOUTE EXPOSITION DIRECTE AVEC LE FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - EMISSIONE DI UN RAGGIO LASER INVISIBILE A SEGUITO DELL' APERTURA DELLA COPERTURA O DELLA RIMOZIONE DEL GRUPPO DI SVILUPPO. EVITARE L'ESPOSIZIONE DIRETTA AL RAGGIO LASER.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE EN CASO DE ABRIR LA CUBIERTA Y RETIRAR LA UNIDAD REVELADORA. EVITE LA EXPOSICIÓN AL HAZ LÁSER.
VARO! - AVATTAESSA KEHITYSYKSIKÖN POISSAOLLESSA OLET ALTTINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DELÄR ÖPPNAD OCH. FRAMKALLAREN ÄRURTAGEN. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DÆKSLET ÅBNES FOR AT FJERNE FRAMKALLALDEREN. UNDGÅAT BLIVE RAMT AFSTRÅLEN.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSELEÍ ÅPNES OG. LASERENHETEN TASUT. IKKE SE DIREKTE PÅ STRÅLEN.
注意(ドラム用) - カバー内部では、不可視レーザー光が放射されています。カバーや現像器、カートリッジの脱着をする時、レーザー光にさらされないようにしてください。
DANGER- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NAR DENNA DELÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注意 このカバー内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。

This Copier has been classified under EN60825-1:1994 and conforms to the following classes;

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE

### ⚠ CAUTION

- **Use of controls, adjustments or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.**



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# How to Use This Manual

## Symbols Used in This Manual

The following symbols are used in this manual, for explanations of procedures and restrictions, handling cautions, and instructions that should be observed for safety.

| | |
|---|---|
| **WARNING** | Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings. |
| **CAUTION** | Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions. |
| IMPORTANT | Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine. |
| NOTE | Indicates notes for operation or additional explanations. Reading these is highly recommended. |

## Keys Used in This Manual

The following symbols and key names are used in this manual.

- Control panel keys..... ⏻
- Touch panel display keys.....“OK”


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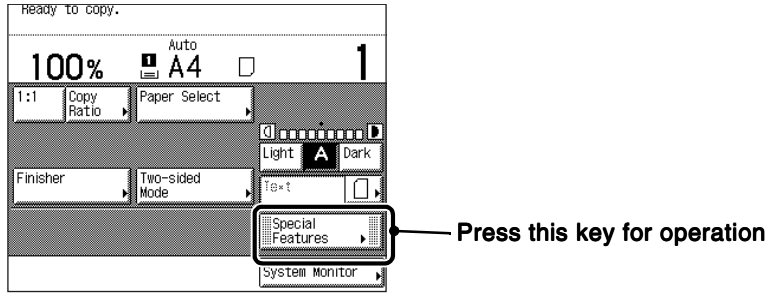
# Displays Used in This Manual

Screenshots of the touch panel display used in this manual are those taken when the Finisher-J1, Cassette Feeding Unit-W1, Feeder (DADF-H1), Printer Kit, and FAX Board are attached to the iR3300. Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with ▭ , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

**1** **Place the original, then press [Special Features].**




# Illustrations Used in This Manual

Unless otherwise noted, illustrations used in this manual are those taken when the Finisher-J1 and Cassette Feeding Unit-W1 are attached to the iR3300.



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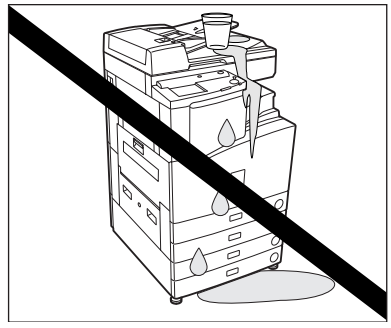
# Safety Considerations

## Installation

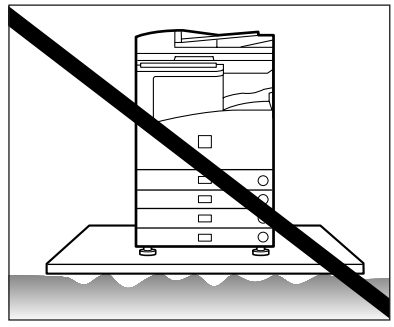
### WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, a fire or electrical shock may result.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, a fire or electrical shock may result.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots and other containers filled with water or liquids
  - If these items are dropped or spilled inside the machine, immediately turn off the main power switch and unplug the power plug from the outlet. Then, contact your service representative.



### CAUTION

- Do not install the machine in unstable locations, such as on unsteady platforms or on inclined floors, or in locations which are subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.

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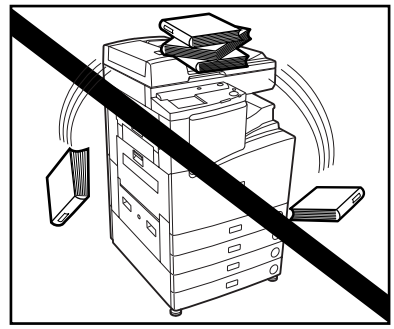
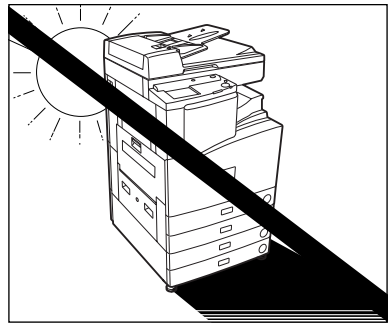
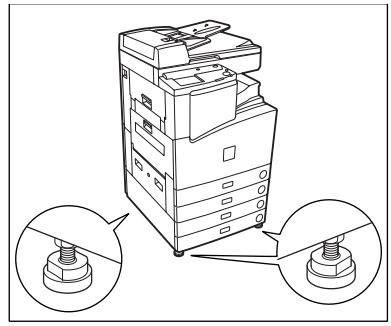
- Do not install the machine in such a way that the ventilation ports are blocked by objects. If the ventilation ports are blocked, heat will build up inside the machine and may result in a fire.
- Do not place heavy objects on the machine, as they may tip over or fall, resulting in personal injury.



- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location which is exposed to direct sunlight
  - A location subject to high temperatures
  - A location that is subject to open flames



- Do not remove the machine's fixing stoppers after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.





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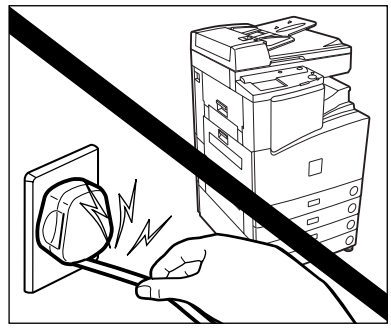
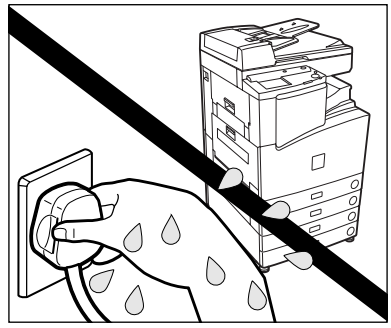
# Power Supply

**WARNING**

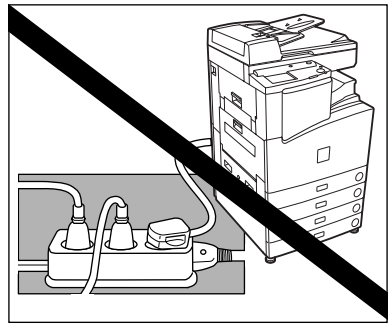
- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**



- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**



- **Do not plug the machine into a multi-plug power strip, as this may cause a fire or electrical shock.**

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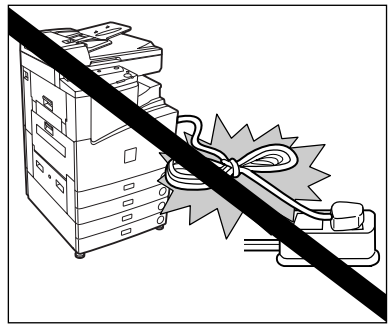
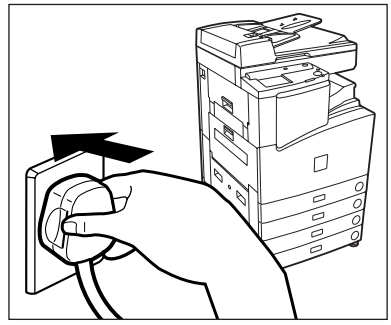
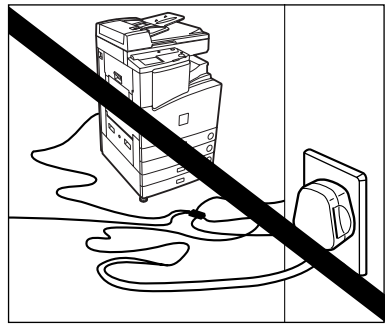
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.



- Insert the power cord completely into the outlet, as failure to do so may result in a fire or electrical shock.



- Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.
- As a general rule, do not use an extension cord. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power and the extension cord.





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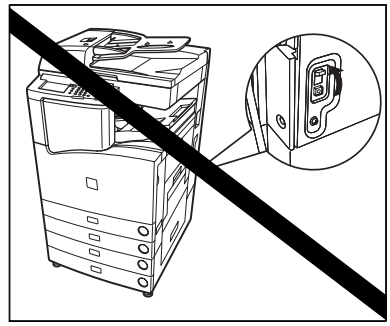
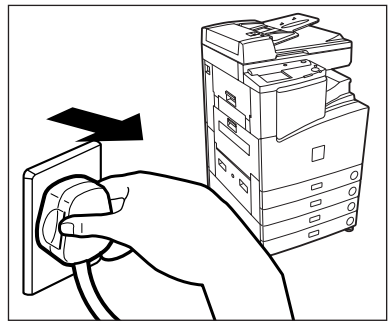
- If the breaker drops to the OFF position when you turn on the power switch or when the copier is already ON, do not push the breaker back to the ON position. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility. When this happens, unplug the power plug immediately and contact your service representative.



**⚠ CAUTION**

- Do not use power supplies with voltages other than 220-240 V 50 Hz, as this may result in a fire or electrical shock.
- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electrical leak and result in a fire or electrical shock.



- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.
- Unplug the power plug for safety when the machine will not be used for a prolonged period of time, for example during consecutive holidays.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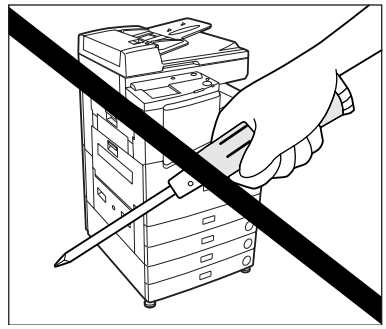
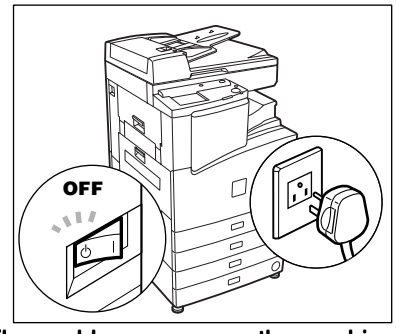
# Handling

**WARNING**

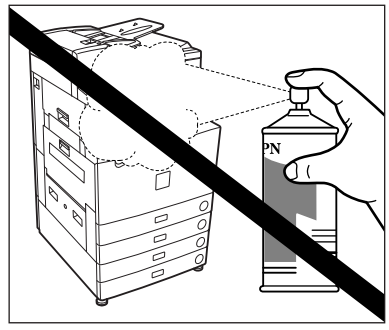
- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**



- **If the machine makes strange noises, or emits smoke, heat or unusual smells, immediately turn off the main power switch and unplug the power plug from the outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.**




- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.**





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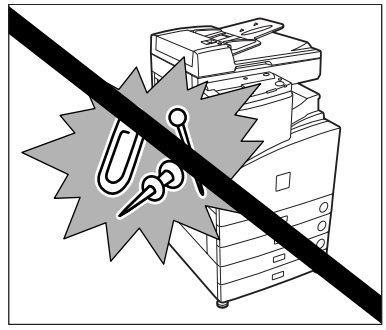
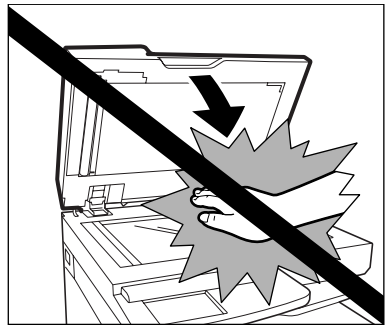
- When moving the machine, first turn OFF the power switch, and then unplug the power plug. Failure to do so will damage the power cord which may cause a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch and unplug the power plug from the socket. Then, contact your service representative.



**⚠ CAUTION**

- Close the Feeder gently to avoid catching your hand, as this may result in personal injury.

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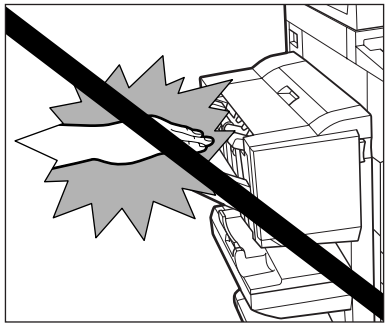
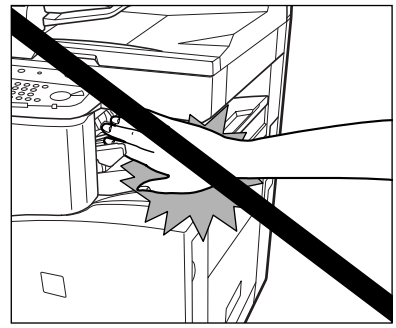
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Do not place your hand in the part of the tray where stapling is performed while a finisher is attached, as this may result in personal injury.**



**Saddle Finisher-G1**



**Finisher-J1**



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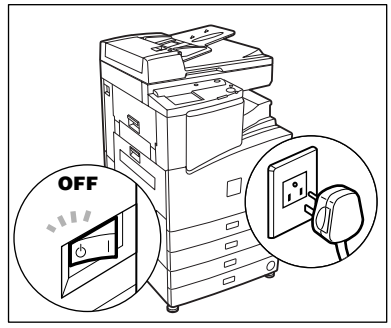
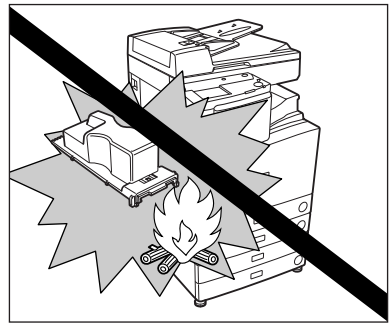
# Maintenance and Inspections

## ⚠ WARNING

- When cleaning the machine, first turn off the main power switch and unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.




- Unplug the power plug from the outlet regularly, and clean the area around the base of the plug's metal pins and the power outlet with a dry cloth to ensure all dust and grime is removed.
  If the machine is plugged in for a long time in a damp, dusty, or smoky location, dust can build up around the plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.
- Do not throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridges and result in burns or a fire.



## ⚠ CAUTION

- There are some areas inside the machine which are subject to high voltages and high temperatures. Take adequate precautions when performing internal inspections to avoid burns or electrical shock.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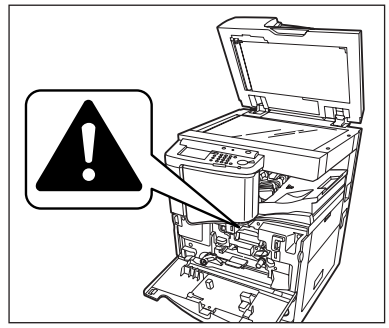

- The symbol ⚠ inside the machine indicates that the area is subject to high temperature, and should not be touched without care.
- When removing jammed paper, or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.
- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.
- When removing a used toner cartridge from the toner supply port, remove the cartridge carefully to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.



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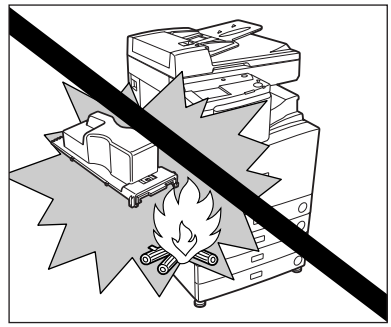
# Consumables

**WARNING**

- Do not throw toner cartridges into open flames, as this may cause the toner to ignite and result in burns or a fire.



- Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite and result in burns or a fire.
- When discarding the toner cartridges, put the cartridges in a bag to prevent the toner from scattering, and dispose of it in a non-flammable way.

**CAUTION**

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.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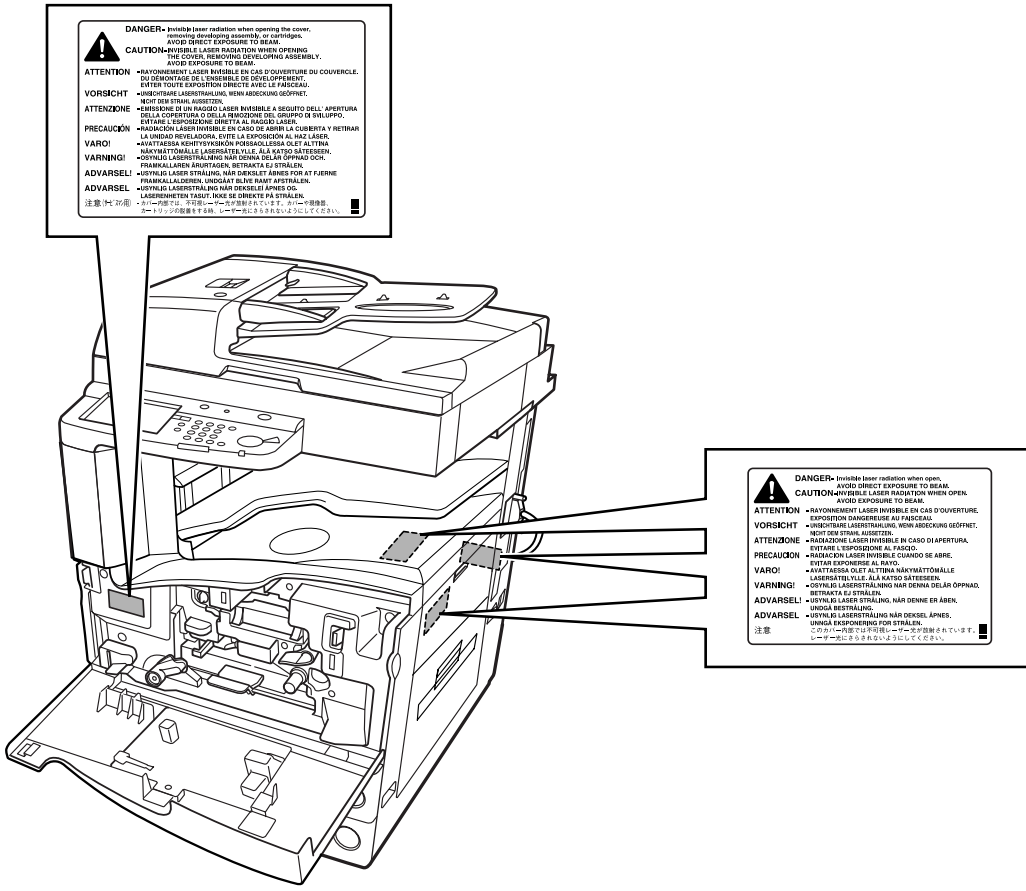
# Warning Indications

## ⚠ WARNING

- **The laser unit inside the machine emits laser light. Under no circumstances open the cover of the laser unit or remove the label attached to the cover. If the laser light escapes from the machine, exposure may cause serious damage to your eyes.**


DANGER- Invisible laser radiation when opening the cover, removing developing assembly, or cartridges. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPENING THE COVER. REMOVING DEVELOPING ASSEMBLY. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE DU COUVERCLE. DU DÉMONTAGE DE L'ENSEMBLE DE DÉVELOPPEMENT. EVITER TOUTE EXPOSITION DIRECTE AVEC LE FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - EMISSIONE DI UN RAGGIO LASER INVISIBILE A SEGUITO DELL' APERTURA DELLA COPERTURA O DELLA RIMOZIONE DEL GRUPPO DI SVILUPPO. EVITARE L'ESPOSIZIONE DIRETTA AL RAGGIO LASER.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE EN CASO DE ABRIR LA CUBIERTA Y RETIRAR LA UNIDAD REVELADORA. EVITE LA EXPOSICIÓN AL HAZ LÁSER.
VARO! - AVATTAESSA KEHITYSYKSIKÖN POISSAOLLESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DELÄR ÖPPNAD OCH, FRAMKALLAREN ÄRURTAGEN. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DEKSLET ÅBNES FOR AT FJERNE FRAMKALLALDEREN. UNDGÅAT BLIVE RAMT AFSTRÅLEN.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSELEI ÅPNES OG. LASERENHETEN TASUT. IKKE SE DIREKTE PÅ STRÅLEN.
注意(ドイツ向) - カバー内部では、不可視レーザー光が放射されています。カバーや現像器、カートリッジの取扱をする時、レーザー光にさらされないようにしてください。
DANGER- Invisible laser radiation when open, AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NAR DENNA DELÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注意 - このカバー内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。



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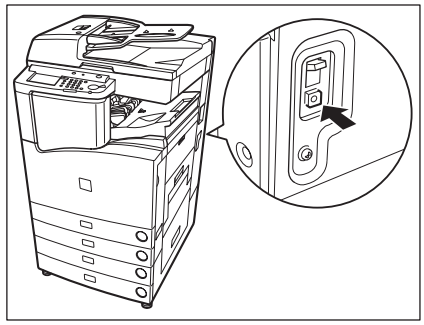
# Periodic Inspection of the Breaker

This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.

IMPORTANT

- *Make sure that the main power is turned ON, and the machine is neither printing nor scanning before starting a periodic inspection of the breaker.*
- *If a malfunction occurs after a periodic inspection, contact your service representative.*

**1 Push the test button with the tip of a ball-point pen, or similar object.**



IMPORTANT

- *Briefly push the test button.*

NOTE

- *The breaker is located near the power cord.*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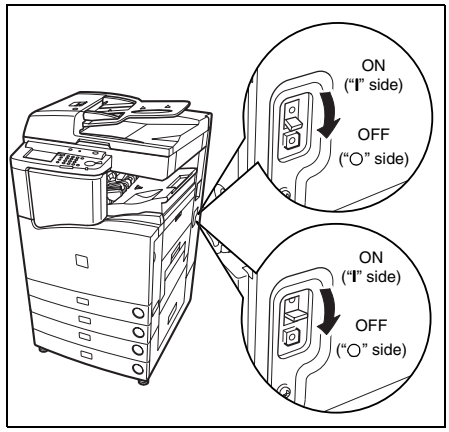
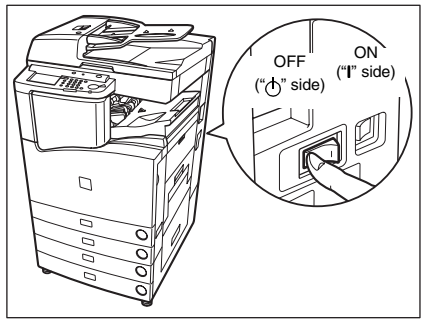
**2** **Make sure that the breaker lever automatically goes to the OFF position ("○" side), and confirm that the power is cut OFF.**




IMPORTANT

- *Do not use the test button to turn the power ON and OFF.*
- *If the breaker lever does not go to the OFF position ("○" side) repeat step 1.*
- *If the breaker lever does not go to the OFF position ("○" side) despite carrying out the above procedure two or three times, contact your service representative.*
- *The breaker lever may stop between ON and OFF, depending on the type of breaker.*
- *When the breaker lever is stopped between ON and OFF, it is in an OFF state.*

**3** **Once the step above is completed and confirmed, turn the main power switch OFF ( ⏻ side).**



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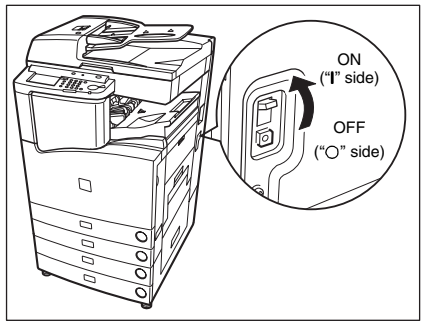
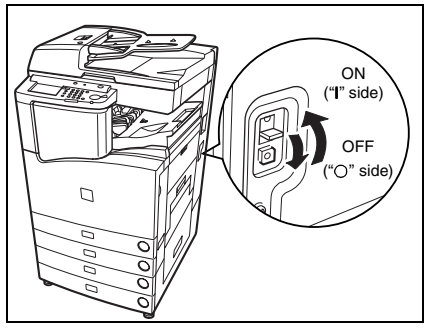
**4** **Move the breaker lever to the ON position (“I” side).**

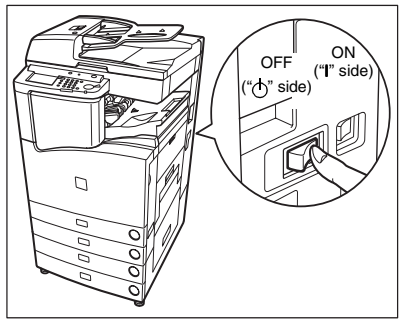



IMPORTANT

- *If the breaker lever stops between ON and OFF, move the breaker lever to OFF, then back to ON.*




**5** **Press the main power switch to the ON position (“I” side).**




**6** **Fill in the check sheet for the periodic inspection of the breaker, located at the end of this manual.**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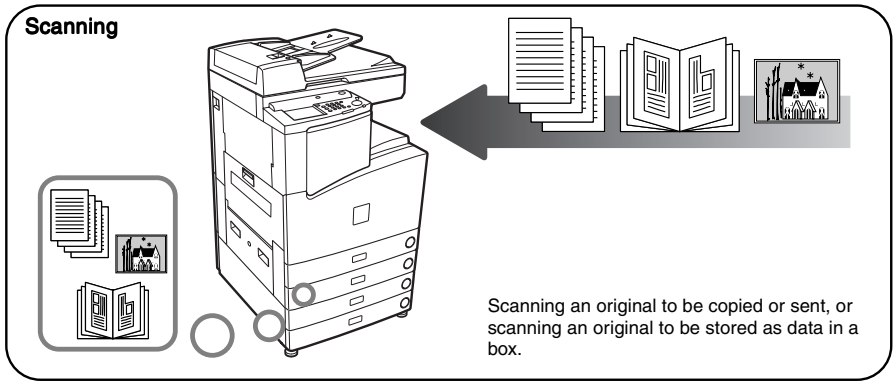
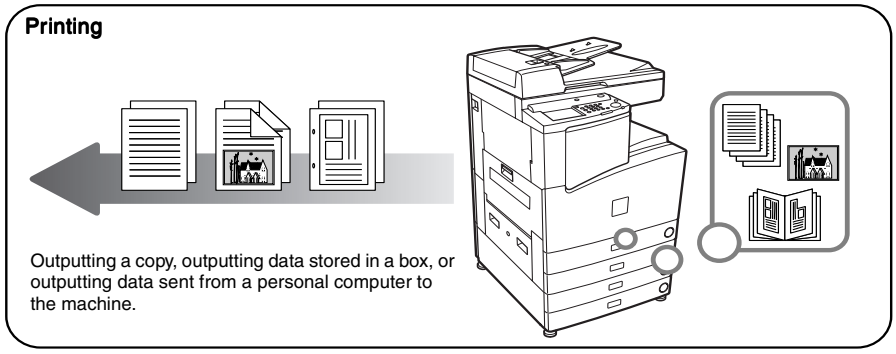
# Operation of the Machine and Terms Used in This Manual

This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be output.
To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying" used throughout this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.





Printing
Outputting a copy, outputting data stored in a box, or outputting data sent from a personal computer to the machine.

## Copying

Printing data scanned from an original, followed bij finishing (stapling, etc.).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# Appendix

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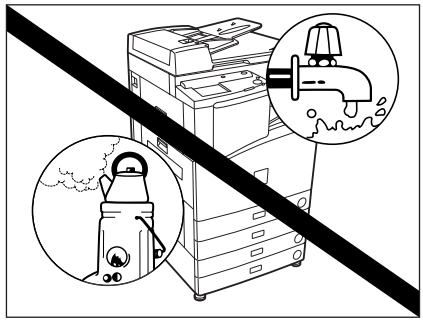
# About the Installation Location and Handling



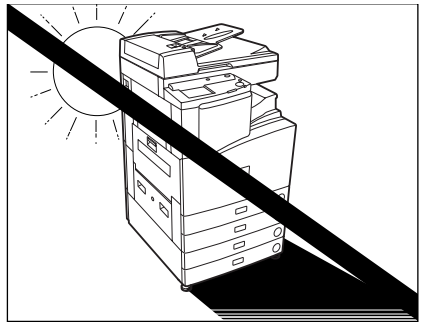
## Installation Precautions

### *Avoid Installing the Machine in the Following Locations*

■ **Avoid locations which are subject to extremes of temperature and humidity: either low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.



■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, shade the machine, using curtains.





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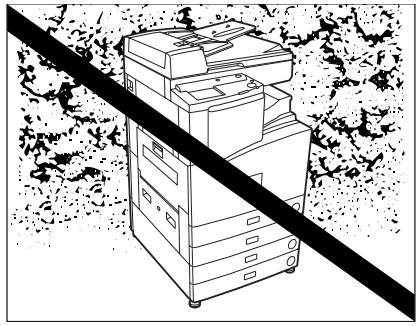
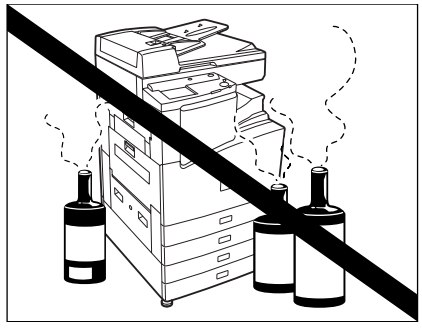
■ **Avoid poorly ventilated locations.**
During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.



■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**



■ **Avoid locations near volatile, flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations which are subject to vibration.**
For example, avoid installing the machine on unstable floors or stands.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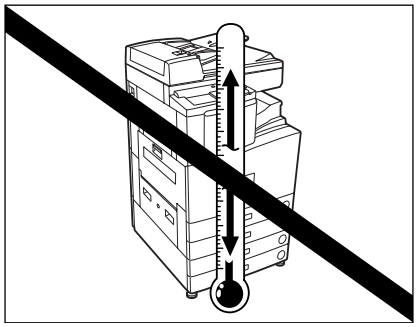
■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect print quality or result in an inability to obtain print images.



■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine might interfere with sound and picture signal reception, etc. Plug the machine into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.

■ **About the machine's fixing stoppers.**
Do not remove the machine's fixing stoppers after the machine has been installed.
If you put weight on the front of the machine while the paper drawers or units within the machine are pulled out all the way, the machine might fall forward. To prevent this from happening, make sure that the machine's fixing stoppers are set in place.





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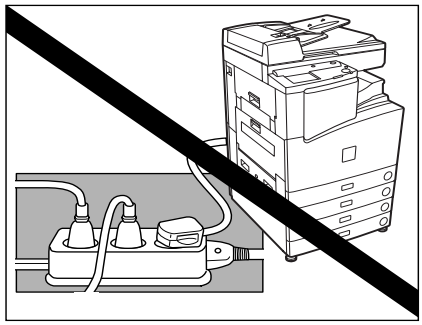
## *Select a Safe Power Supply*

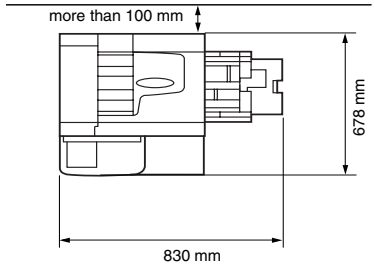
- **Plug the machine into a 220-240 V 50 Hz AC outlet.**
- **Do not plug other electrical equipment into the outlet in which the machine is connected.**
- **Do not plug the machine into a multi-plug power strip. Doing so might cause a fire.**
- **The power cable may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cable can lead to an accident.**



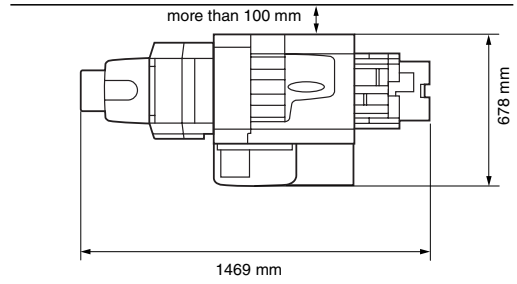
## *Provide Adequate Installation Space*

- **Provide enough space on each side of the machine for unrestricted operation.**

**When Finisher-J1 is attached**




**When Saddle Finisher-G1 is attached**





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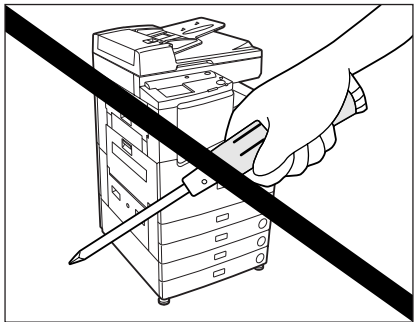
### *Moving the Machine*

■ If you intend to move the machine, contact your service representative beforehand.

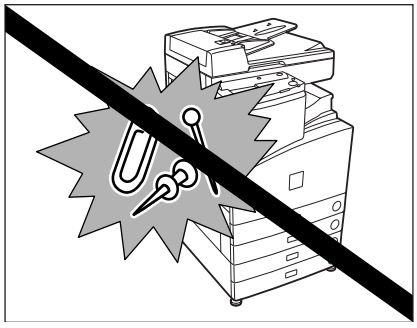
## Handling Precautions

■ Do not attempt to disassemble or modify the machine.



■ Some parts inside the machine are subject to high voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.

■ Be careful not to drop any foreign objects, such as paper clips or staples, inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or an electrical shock.







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- If there is unusual noise or smoke, immediately turn the main power switch off, then call your service representative. Using the machine in this state might cause a fire or an electric shock. Also, avoid placing objects around the plug so that the machine can be unplugged whenever necessary.

- Do not turn the main power switch off or open the front door during operation of the machine. This might result in paper jams.

- If the machine will not be used for a prolonged period of time, for example, during the night, turn the control panel power switch off.

- There may be an accident or a defect with the hard disk in the machine, causing loss, destruction, or alternation of data received or stored on the hard disk. You are recommended not to store data on the hard disk without having copies or print-outs of such data outside the machine.

**⚠ CAUTION**

- CANON RECOMMENDS THAT DATA STORED ON THE PRODUCT'S HARD DISK DRIVE BE DUPLICATED OR BACKED UP TO PREVENT ITS LOSS IN THE EVENT OF FAILURE OR OTHER MALFUNCTION OF THE HARD DISK DRIVE. NEITHER CANON NOR ANY SERVICE PROVIDER WILL BE LIABLE FOR DAMAGES FROM LOSS OF DATA STORED ON THE PRODUCT'S HARD DISK DRIVE (SEE THE TERMS OF THE PRODUCT'S LIMITED WARRANTY FOR MORE DETAILS).


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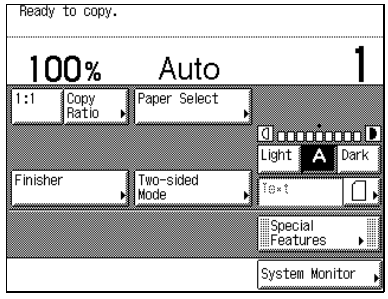
# What the iR3300/iR2800/iR2200 Series Can Do



Most operations of this machine are done from the touch panel display. By pressing the keys following the messages in the touch panel display, you can utilise almost all of the functions of this machine.

## Switching the Functions Indicated on the Touch Panel Display

After the power is turned on, the following screen appears on the touch panel display. You can use (Copy), (Fax), (Mail Box), or (System) to change functions.




**Basic Features screen**

NOTE

- *You can set the initial screen (the first screen shown when the machine is turned on) from the Additional Functions screen. The initial screen can be the Copy, Fax, Mail Box, or System Monitor screen.*

## Setting Specifications to Suit Your Needs

The Additional Functions screen appears when you press . The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as setting specific functions to suit your needs. For details of settings not explained in this manual, see the following manuals.

Copy Settings ..... The *Copying Guide*
Custom Fax Settings..... The *Facsimile Guide*
Mail Box Settings ..... The *Mail Box Function Guide*
Printer Settings ..... The *PS/PCL Printer Guide*



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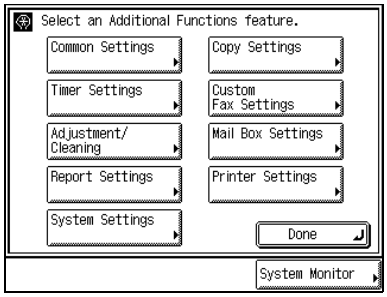
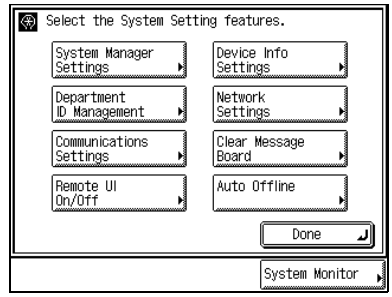



**The Additional Functions screen**




**The System Settings screen**

NOTE

- *Settings made in the Additional Functions screen are not changed even when you press* .
- *For details of how to make custom settings, see 'Selecting and Storing Settings to Suit Your Needs,' in Chapter 3.*
- *For details of the System Settings, see 'System Manager Settings,' in Chapter 4.*
- *When the FAX Board is not attached, "Report Settings," "Custom Fax Settings," and "Communications Settings" are not displayed.*
- *When the Printer Kit is not attached, "Report Settings," "Printer Settings," "Network Settings," "Remote UI On/Off," and "Clear Message Board" are not displayed.*
- *When the Network Interface Adapter is not attached, "Report Settings," "Network Settings," "Remote UI On/Off," and "Clear Message Board" are not displayed.*
- *For details of the Custom Fax Setting, Printer Settings, Report Settings, Network Settings and Remote UI On/Off functions, refer to the instruction manual attached to FAX Board, Printer Kit, or Network Interface Adapter.*
- *"Auto Offline" is displayed only when the Network Scan Kit is attached.*

# Functions That Conserve Power Consumption

**You can conserve power consumption efficiently using the following functions when the machine is not operated.**

NOTE

- *The touch panel display turns off when the machine enters one of these functions.*
- *You can print data sent from a computer even when the machine enters one of these functions.*

## ■ Sleep Mode

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch. To reactivate the machine, press the control panel power switch again.

NOTE

- *Turn the control panel power switch off when not using your machine for a prolonged period of time, for example, at night.*
- *The Auto Sleep Time can be set from 10 seconds to 4 hours. The default setting is "2 minutes" (See 'Setting the Time Taken to Initiate Auto Sleep After Finishing Operations,' on p. 3-35.)*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### ■ Daily Timer

At the time and day of the week set with the daily timer, the control panel power switch automatically turns off. To reactivate the machine, press the control panel power switch.

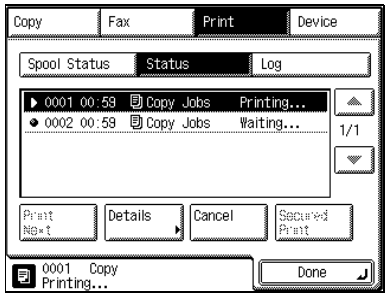
NOTE

- *The Daily Timer settings are in the range from Sunday to Saturday and from 00:00 to 23:59. (See 'Setting the Time that the Unit's Power Turns Off on Different Days of the Week,' on p. 3-39.)*

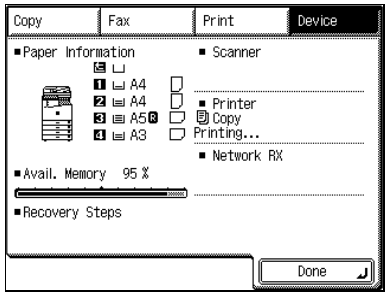


## Checking, Changing, and Cancelling Print Jobs

**Using the System Monitor screen, you can check the status of a printing document, cancel printing, or specify the printing priority.**




**The System Monitor screen**




NOTE

- *For a description of functions, see 'Checking Job and Device Status,' in Chapter 2 .*
- *The status of each icon displayed in the screen is as follows:*
  - *: Copy job*
  - *: Printer job*
  - *: Fax job*
  - *: Box job*
  - *: Error*
  - *: Paper jam*
  - *: Add toner*



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# Displaying a Guide Screen

**Pressing ? brings up a guide screen with information about the various features that are available with your machine.**

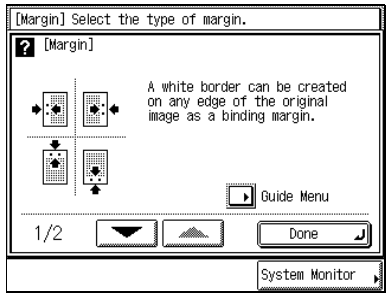


## ■ Usage Guide

Pressing ? after selecting a function brings up a guide screen with an explanation for that function. Use this guide function if you do not understand how to use the mode you are setting.

(In this example, the Margin mode has been selected.)

If you press ? while setting “Margin,” the touch panel display changes to the Guide Function screen shown below. To return to the display for “Margin,” press “Done.”


[Margin] Select the type of margin.
[Margin]
A white border can be created on any edge of the original image as a binding margin.
Guide Menu
1/2
Done
System Monitor

**The Guide Function screen**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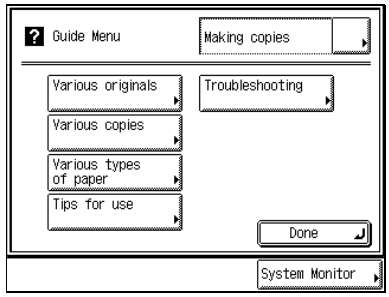
■ **Guide Menu**

This machine supports many functions.
To find the right function for your particular needs or to find a simple description of a function, press ? while the Basic Features screen or Special Features screen is displayed.
The Guide Menu screen appears in the touch panel display as shown below.




**The Guide Menu screen**

Example: When copying photo originals:
Press “Various originals.”
You can display simple explanations of the various types of originals using “▼” or “▲.” Press “Done” to return to the Various Originals Menu screen. To return the display to the Guide Menu, press “Guide Menu.”

# Reading the Messages from the System Manager

**A message board is used to indicate messages on the touch panel display from the system manager to users of this machine, through the Remote UI feature.**

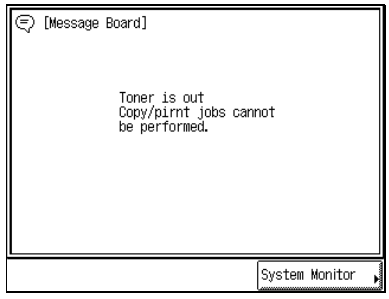
NOTE

- *The message board can be used when the network is connected.*

## *Types of message board*

The following three types of message board are available:

- A message board without “Done.”



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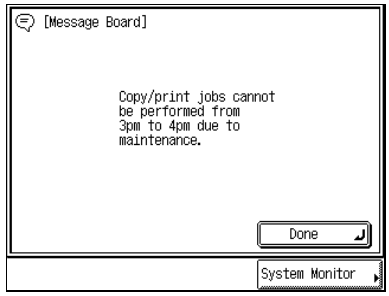
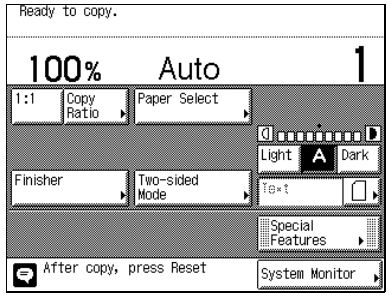
- A message board with “Done.”
  - If you press “Done” and close the message board, you can perform a normal operation. The message appears again when the main power is turned back on, or after Auto Clear has taken place. You can set the Auto Clear Time from 1 to 9 minutes, in one-minute increments. You can also cancel this function. ( See ‘Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations,’ on p. 3-37.)




- A message board, in which the message appears in the Job/Print monitor area.




NOTE

- *For details of how to erase the message board, see ‘Erasing the Message Board (Clear Message Board),’ on p. 4-25.*

# Using Other Useful Functions

**Other useful functions are as follows:**

## ■ Auto Drawer Switching Function

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

- *You can set whether or not a paper drawer is subject to Auto Drawer Switching for each function. The default setting is “Off” for the stack bypass and “On” for the other paper drawers. (See ‘Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,’ on p. 3-13.)*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## ■ Auto Clear Function

If the machine is not operated for a period of about two minutes after prints have been made or a key operation performed, it automatically returns the settings to the Standard mode.

NOTE

- *You can set the Auto Clear Time from 0 to 9 minutes, in one-minute increments. The default setting is "2 minutes." (See 'Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations,' on p. 3-37.)*

## ■ Copy Waiting Time Display Function

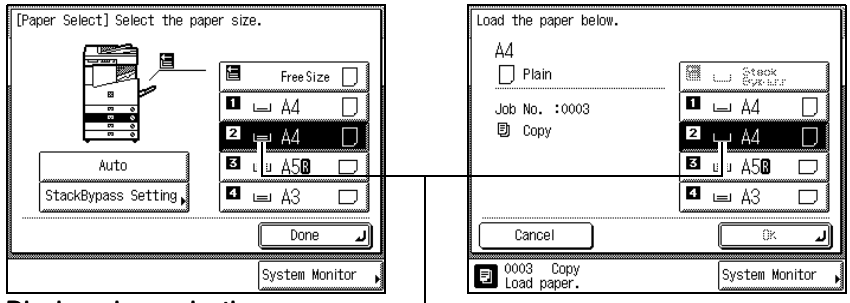
When you turn on the Job Duration Display from the Additional Functions screen, the display shows the copy waiting time depending on the selected copy mode.

NOTE

- *The job duration time is not displayed for the Transparency Interleaving, Cover/Sheet Insertion, Different Size Originals, Rotate Collating, and Rotate Grouping modes, or when the copy waiting time is less than one minute. (See the Copying Guide)*

## ■ Paper Supply Indicator Function

This function shows the remaining amount of paper in each paper drawer when you select the paper source (see the *Copying Guide* and the *Mail Box Function Guide*) or when paper in one paper drawer has run out during printing.




**Display when selecting paper**

**Display when paper has run out**

**Paper Supply indicator**

There are four different indicators as shown below.

| Display | Remaining paper |
|---|---|
| | Paper drawer is approximately 50% - 100% full. |
| | Paper drawer is approximately 10% - 50% full. |
| | Paper drawer is less than approximately 10% full. |
| | Paper drawer is empty. |





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### ■ Auto Rotate Function

Using parameters such as original size and zoom ratio, this function automatically rotates the image to the most suitable position for the set paper size.
If the image does not fit on the paper even after rotation, the machine will not rotate the image but will print it as is, with part of the image cut off.
Rotation is not performed when: the Different Size Originals, Cover/sheet Insertion, Double Staple or Hole Punch is selected, while "Auto" paper selection is set, or when Transparency Interleaving, XY Zoom, or Free-size paper setting is selected. (See the *Copying Guide* and the *Mail Box Function Guide*.)

### ■ Quiet Mode

If this machine is not operated (no keys are pressed) for a certain period of time after prints have been made or a key operation performed, the device sounds from this machine are stopped, and the machine enters the Quiet mode.

NOTE

- *The Quiet Mode settings are in the range from 0 to 9 minutes in one-minute increments. The default setting is "1 minute." (See 'Setting the Time Taken for the Unit to Quiet Down After the Last Task,' on p. 3-38.)*


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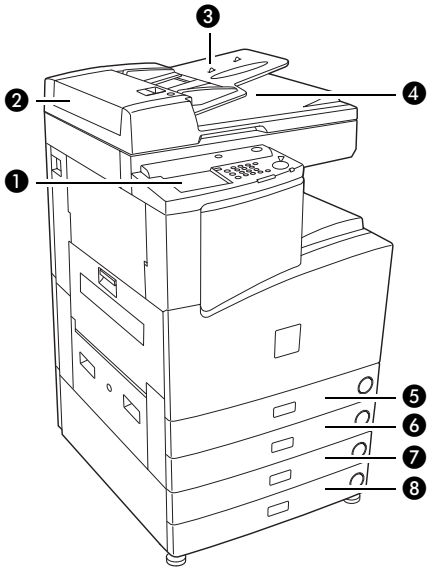
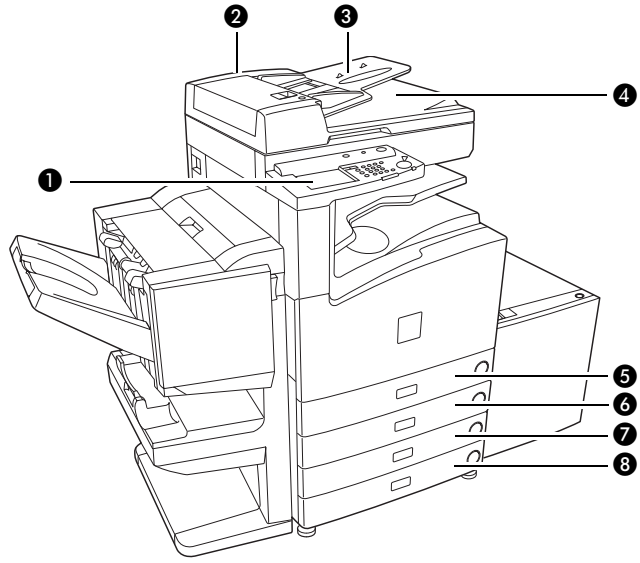
## External View

**When Feeder (DADF-H1), Finisher-J1, Cassette Feeding Unit-W1 are attached**




**When Feeder (DADF-H1), Saddle Finisher-G1, Inner 2way Tray-A1, Cassette Feeding Unit-W1, and Paper Deck-L1 are attached**





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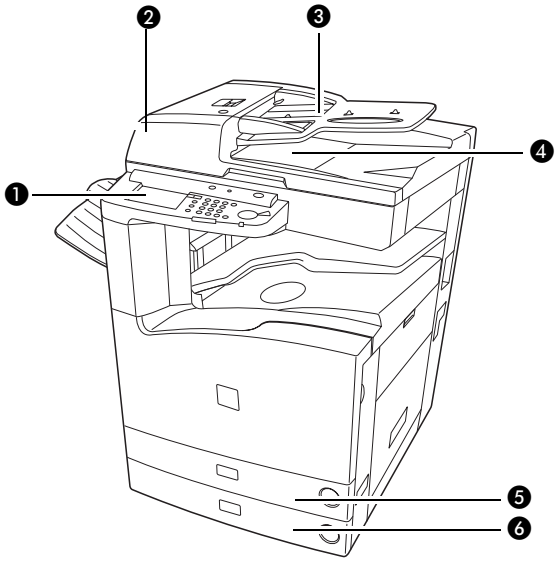
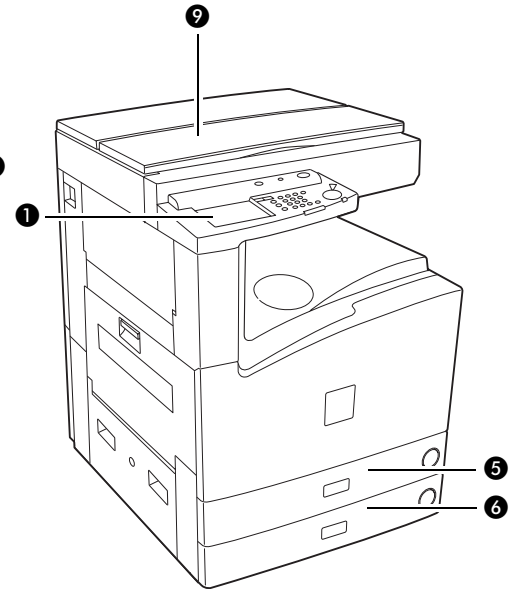
**When Feeder (DADF-H1), Inner 2way Tray-A1, and Copy Tray-F1 are attached**




**When the platen glass cover is attached**




**❶ Control panel**

(See 'Control Panel Parts and Functions,' on p. 1-20.)

**❷ Feeder**

**❸ Original supply tray**

**❹ Original output area**

**❺ Paper drawer 1**

Holds up to 500 sheets of paper (80 g/m$^2$). Also, the Envelop Feeder Attachment-B1 (option) can be attached.

**❻ Paper drawer 2**

Holds up to 500 sheets of paper (80 g/m$^2$).

**❼, ❽ Paper drawer 3, 4**

Paper drawers of the Cassette Feeding Unit-W1. Each paper drawer holds up to 500 sheets of paper (80 g/m$^2$).

**❾ Platen glass cover**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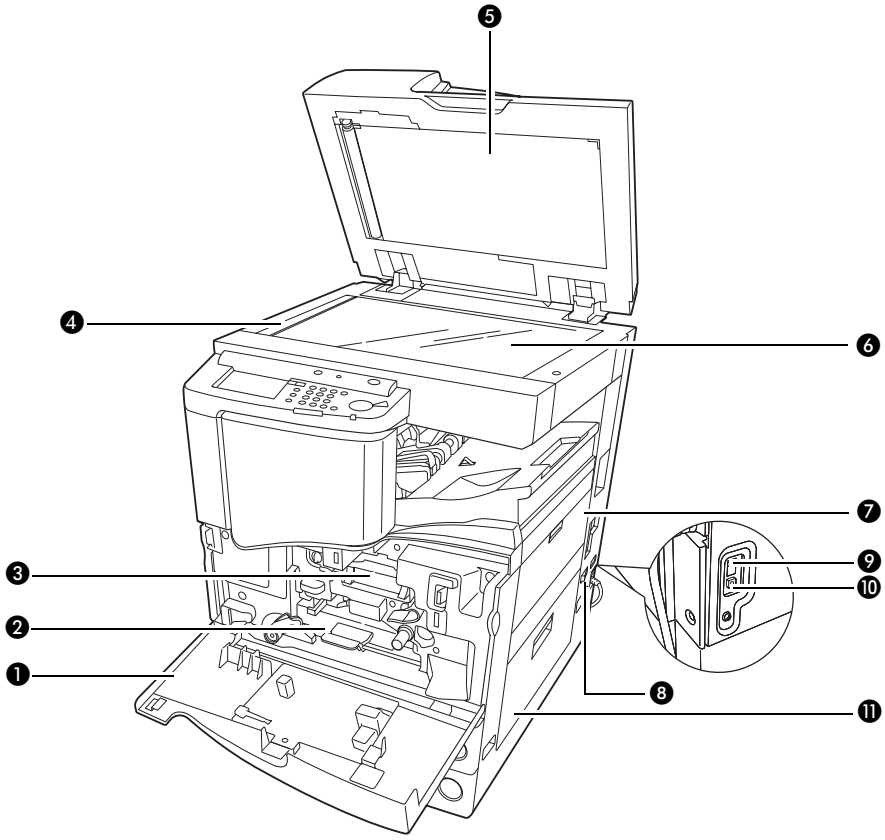
# Internal View






**1 Front cover**

**2 Duplexing unit**

**3 Toner box**

**4 Scanning area**

**5 Rear side of platen glass cover**

**6 Platen glass**

**7 Stack bypass**

Feeds transparencies and non-standard size paper stock. (See 'Making Prints Using the Stack Bypass,' on p. 1-47.)

**8 Main power switch**

Press to the "I" side to turn the power on. (See 'Main Power and Control Panel Power,' on p. 1-24.)

**9 Breaker**

Detects excess current or leakage current. (See 'Periodic Inspection of the Breaker,' on p. -xxiv.)

**10 Test button**

**11 Upper right cover**

Open this cover when clearing a paper jam. (See 'Clearing Paper Jams,' on p. 6-2.)



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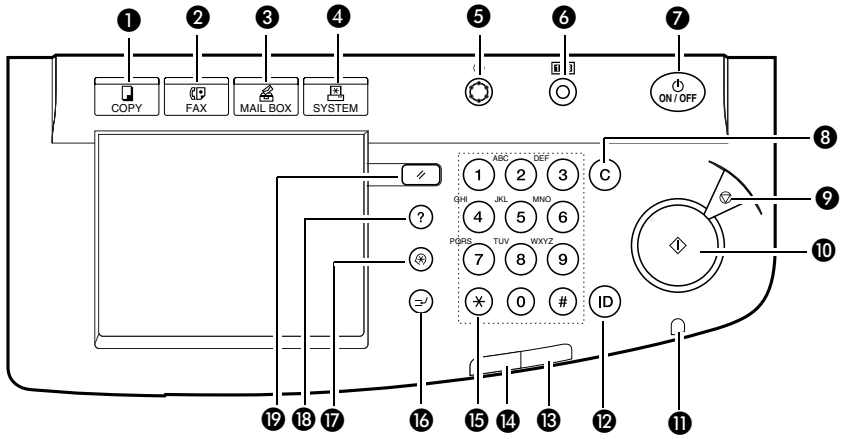
# Control Panel Parts and Functions




**❶ COPY key**

Press to use the Copy function. The Copy Basic Features screen appears on the touch panel display.

**❷ FAX key**

Press to use the Fax function. The Fax Basic Features screen appears in the touch panel display.

**❸ MAIL BOX key**

Press to use the Mail Box function. The Box selection screen appears on the touch panel display. Contact your service representative.

**❹ SYSTEM key**

Press when the network scan function is enabled.

**❺ Display contrast dial**

Use to adjust the brightness of the touch panel display.

**❻ Counter Check key**

The value of the counter is displayed in the touch panel.

**❼ Control panel power switch (sub power supply)**

Press to turn the control panel ON or OFF. When set to OFF, the machine is in the Sleep mode.

**❽ Clear key**

Press to clear incorrectly entered values or characters.

**❾ Stop key**

Press to temporarily stop a scanning operation, an output operation of the copy function, or a sending a fax operation.

**❿ Start key**

Press to start an operation.

**⓫ Main Power indicator**

Lights when the main power is turned on.

**⓬ ID key**

Press when setting the Department ID Management function.

**⓭ Error indicator**

Flashes or Lights if there is trouble in the machine. When the indicator flashes, follow the instructions appearing on the touch panel display. When it lights, contact your service representative.

**⓮ Processing/Data indicator**

Flashes when this machine is performing operations.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**⓯ Numeric keys**

Press to enter numerical values.

**⓰ Interrupt key**

Press to interrupt a continuous copying job when you need to make priority copies.

**⓱ Additional Functions key**

Press to set additional functions.

**⓲ Guide key**

Press to display explanations of modes or functions on the touch panel display.

**⓳ Reset key**

Press to return the settings to the Standard mode.





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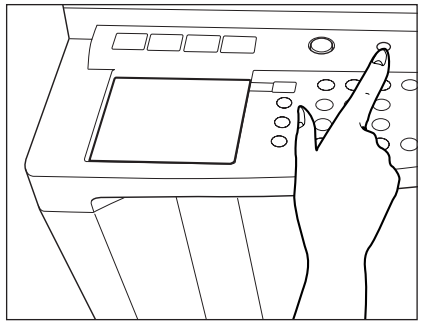
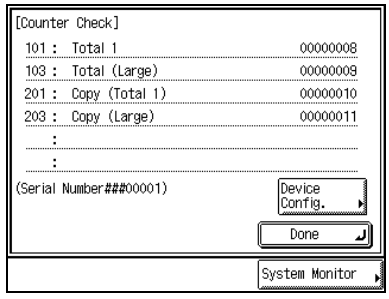
# Checking the Counter

You can check counter totals of copy and print jobs.

## 1 Press [123] on the control panel.



The counter totals are shown in the touch panel display.





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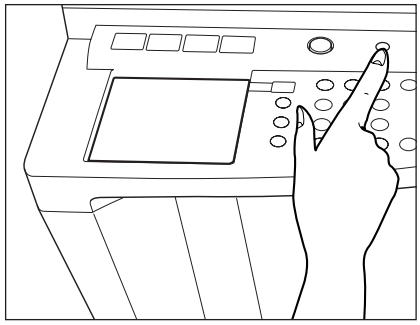
# Checking the Device Information

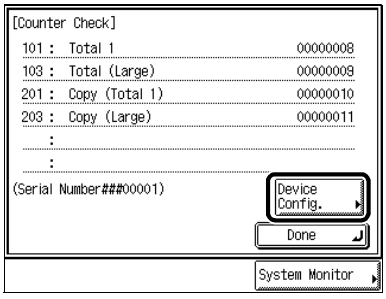
This function enables you to check the version of this machine and get information about the options attached.



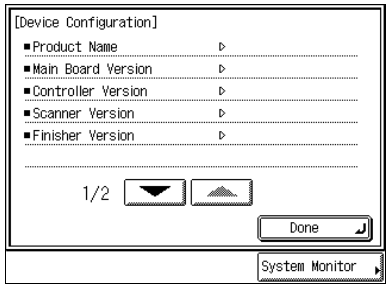
## 1 Press Counter Check (Counter Check) on the control panel.



## 2 Press "Device Config."




The Device Configuration screen is displayed.




The Device Configuration screen is divided into multiple screens. Press "▼" or "▲" to display the desired screen



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# Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

## How to Turn On the Main Power

This section explains about how to turn on the main power.

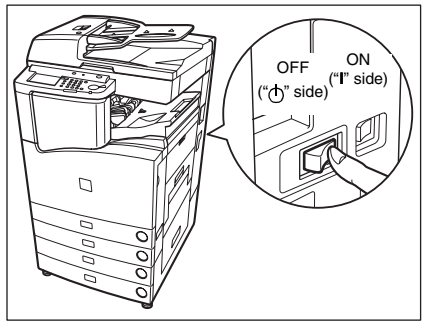
### 1 Make sure that the power plug is firmly inserted into the power outlet.

**WARNING**

- **Never remove or insert the power plug with wet hands. This can cause an electrical shock.**

### 2 Press the power switch to ON (" I " side). The main power switch is located on the right side of the machine.

When turning off the main power, press the main power switch to the " ⏻ " side.




The main power indicator on the control panel lights.

IMPORTANT

- *If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See 'When the Power Does Not Turn On (Checking the Breaker),' on p. 6-35.)*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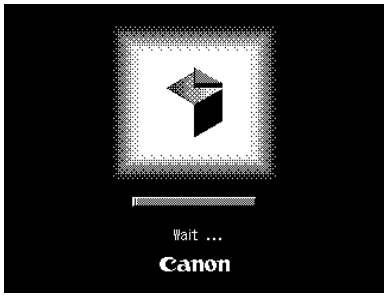
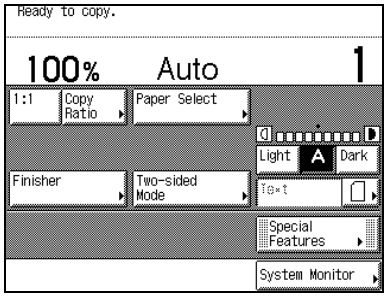
The screen below is displayed until the machine is ready to scan.




The screen below is displayed when the machine is ready to scan.




The machine is ready to print after about 29 seconds (at a room temperature of 20°C).

IMPORTANT

- *If you turn off the main power, wait at least three seconds before turning the main power back on.*
- *Do not turn the power off if the FAX Board is attached. Transmission/Receive of fax cannot be done when the power is turned off.*

NOTE

- *In the case above, the Standard settings are selected.*
- *The standard copy settings are as follows:*
  - *Copy ratio: 1:1 (100%)*
  - *Paper selection: Auto Paper Selection*
  - *Copy exposure: Auto Exposure Control*
  - *Copy quantity: 1*
  - *Copy function: 1→1-sided copy*
- *You can change the standard copy settings. (See the Copying Guide.)*
- *You can choose which functions to display in the Basic Features screen when turning on the main power according to the Additional Functions settings. (See 'Selecting the Initial Function at Power ON,' on p. 3-8.)*





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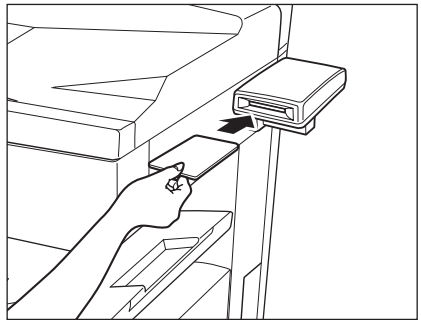
## 3 When a message appears on the touch panel display, follow the instructions.

- **If the message <You must insert a control card> appears:**

  Insert a control card.

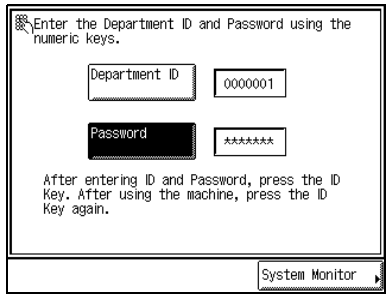


NOTE

- *See 'Card Reader-C1,' on p. 7-79.*

- **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

  Enter the Department ID and Password, and press (ID) .


Enter the Department ID and Password using the numeric keys.
Department ID
0000001
Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *See 'Operations After Turning the Power On,' on p. 1-37, for how to enter the department ID and Password.*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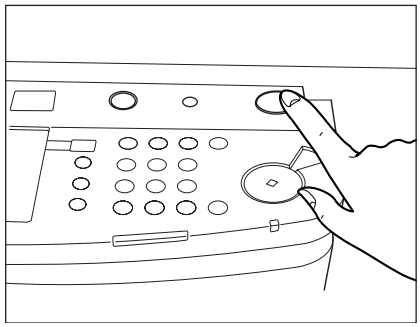
# Control Panel Power Switch

**Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.**



NOTE

- *The machine can receive and print documents from a personal computer even when it is in the Sleep mode. Faxes can also be received during the Sleep mode.*
- *It takes about 10 seconds for the machine to be ready for copying/printing, after the Sleep mode is cancelled.*





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# The System Settings of This Machine



**It is necessary to set up the machine before using on a network or with the printer, and fax function. Refer to the following instructions.**

- **Setting up and Connecting to the Network**
  See the *Network Guide.*

- **Installing the Printer Driver**
  See the *PS/PCL Driver Guide.*

- **Date and Time Settings**
  See 'Setting the Current Date and Time,' on p. 3-32.

- **Entering System Manager Settings**
  See 'Setting Specifications of System Manager Settings (System Manager Settings),' on p. 4-2.


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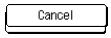
# Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display and how they are displayed.

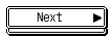


## Frequently-used Keys on the Touch Panel Display

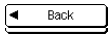
The following keys on the touch panel display are used frequently.



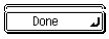

Press to close the current setting screen, retaining the programmed settings in the Additional Functions screen.
Press to cancel the function (mode) that is either being set, or has already been set, in screens other than the Additional Functions screen.



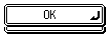

Press to set the function (mode) and proceed to the next setting procedure.




Press to go back to the previous procedure, saving the setting already made, when setting a function (mode).




Press to close the present screen.




Press to decide the setting of a function (mode).

The <▶> mark in some keys indicates that those keys have another screen to set their functions.



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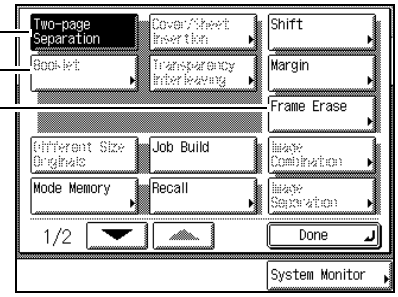
# Touch Panel Key Display

When you press a key displayed on the screen, that key is highlighted and the corresponding function (mode) is set. When you set certain functions (modes), the characters on some keys may become difficult to see, that is, the image becomes paled. You cannot press the keys with a paled image, which means that you cannot set these functions in combination with the presently set function (mode).

**Presently set function**

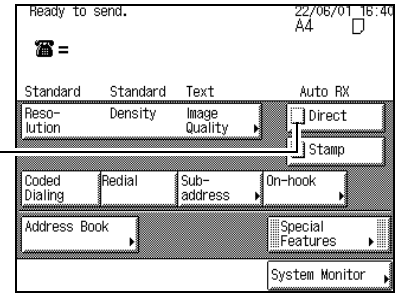
**Functions that cannot be set in combination with the presently set function**

**Functions that can be set in combination with the presently set function**




A tick (☑) appears on the screen for some keys when you press the keys.

**Presently set function**




## ⚠ CAUTION

- **Press the touch panel keys gently with a finger. Do not press the touch panel with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel or break it.**

## NOTE

- *Before using the touch panel display, peel off the protective film from the display.*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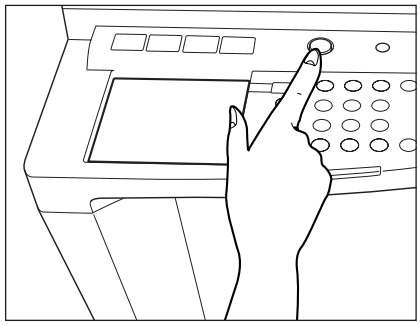
# Adjusting the Brightness of the Touch Panel Display

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



NOTE

- *To make the touch panel brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.*





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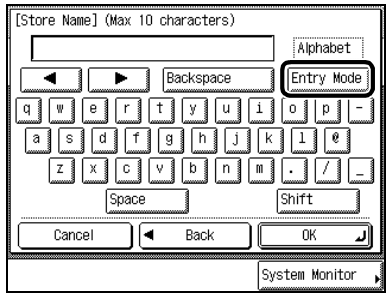
# Entering Characters from the Touch Panel Display

In screens which require alphanumeric entry, enter characters using the alphabet keys displayed in the touch panel display, as described below.

## Entering Alphabet Characters

Example: Enter <Canon>.

### *1* Press “Entry Mode” to select “Alphabet.”




Each press of “Entry Mode” switches the entry mode between “Alphabet” and “Other”.

If you press “Shift,” the entry mode changes to upper case mode, in which upper case characters, comma, and colon can be entered.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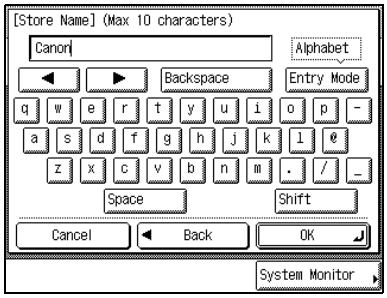
## 2 Enter <Canon>.

<Canon> is displayed.




To enter a space, press “Space.”

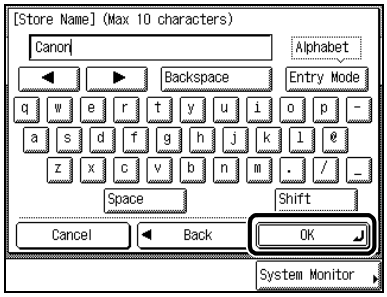
To move the cursor, press “◀” or “▶.”

To enter special characters, press “Entry Mode” before you press “OK” to select “Other.”

NOTE

- *If you make a mistake when entering characters, use “◀” or “▶” to position the cursor, and “Backspace” to delete the character. Then, enter the correct character.*
- *You can also delete all characters you have entered by pressing Ⓒ.*
- *The available modes and maximum number of letters vary depending on the entry field.*

## 3 When you have entered all characters, press “OK.”





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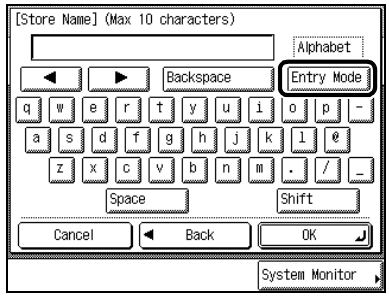
# Entering Special Characters

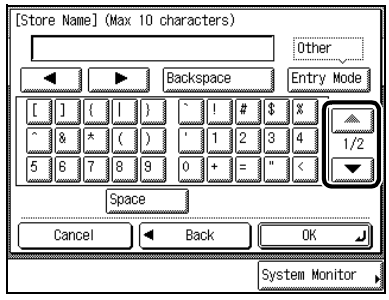
Example: Enter <#>.

## 1 Press “Entry Mode” to select “Other.”



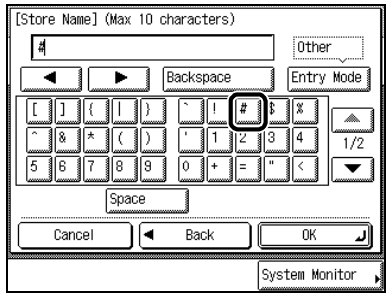

Each press of “Entry Mode” switches the entry mode between “Alphabet” and “Other”.

## 2 Press “▼” or “▲” to display the desired special character.




## 3 Press “#”.

“#” is displayed.





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To enter a space, press “Space.”

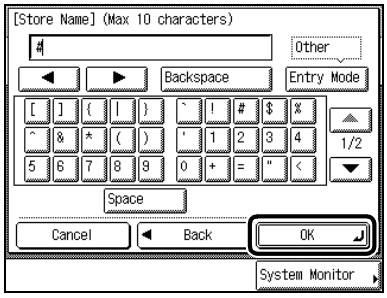
To move the cursor, press “◀” or “▶.”

To enter alphabet characters, press “Entry Mode” before you press “OK” to select “Alphabet.”

NOTE

- *If you make a mistake when entering special letters, use “◀” or “▶” to position the cursor, and “Backspace” to delete the character. Then, enter the correct character.*
- *You can also delete all characters you have entered by pressing C.*
- *The available modes and maximum number of letters vary depending on the entry field.*

## 4 When you have finished entering the special characters, press “OK.”





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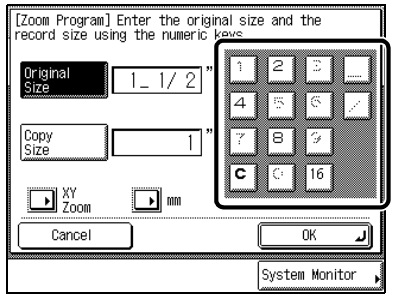
# Entering in Inches

When you want to enter values in inches in all modes which require numeric entry, set the inch entry function to “On” from the Common Settings of the Additional Functions screen. (See ‘Setting Inch Input,’ on p. 3-12.) You can then enter inches once you press “Inch” in a screen requiring numeric entry.

The following example (1-1/2") shows inch entry in the Zoom Programme mode.

## 1 To enter 1-1/2 inches, press “1,” “_,” “1,” “/,” and “2” in the screen, in this order.




The entered values are displayed as shown above.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# Entering the Department ID and Password



When Department ID Management has been set, the Department ID and Password must be entered before operating this machine.

NOTE

- *When you are using the control card, the message <You must insert a control card> appears in the touch panel display. Insert the control card into the card slot. (See 'Card Reader-C1,' on p. 7-79.)*
- *If the Functions Limit is set, a message prompting you to enter the Department ID or to insert the control card may be displayed even if you are already using the machine. Follow the instructions of the message.*

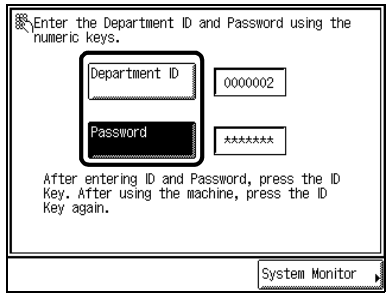
## Operations After Turning the Power On

After turning the power on and the machine becomes ready to scan, the screen for entering the Department ID and Password appears.

NOTE

- *For details of how to turn the power on, see 'Main Power and Control Panel Power,' on p. 1-24.*

### 1 Press "Department ID" and enter the department ID, then press "Password" and enter the password, using the (0) × (9) (numeric keys).


Enter the Department ID and Password using the numeric keys.
Department ID
0000002
Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

If the Password is not set, proceed to step 2.

NOTE

- *If you made a mistake when entering the Department ID or Password, press (C) and enter the correct value.*



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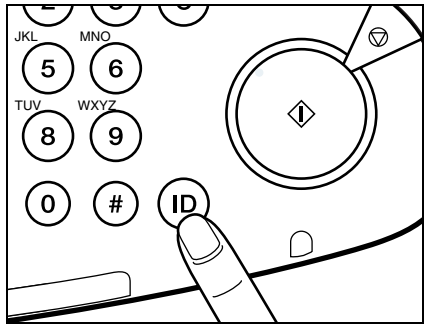
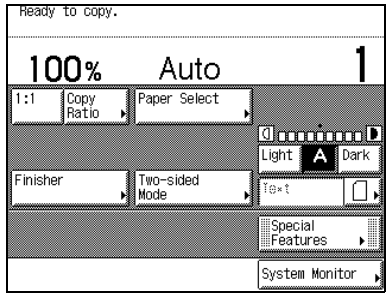
## 2 Press (ID).




The Basic Features screen of the selected function appears on the touch panel display.




If the Department ID and/or Password that you entered are wrong, the message <This number has not been stored. Enter the number again.> appears. Repeat the procedure from step 1.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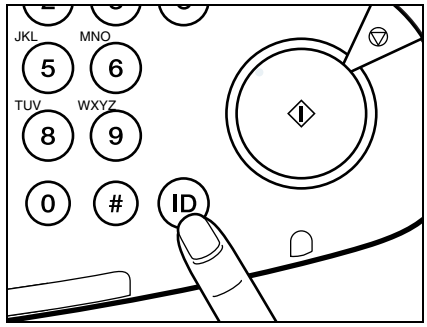
**1** **When your copy operations are completed, press ID on the control panel.**




The screen for entering the Department ID and Password appears.

NOTE

- *To perform copy operations again, enter the Department ID and Password.*
- *If you do not press ID after finishing your copy operations, any subsequent copies will be totaled under the department ID which you previously entered.*
- *When copy operations have been completed, the screen for entering the Department ID and Password automatically appears, after the set time has elapsed, even if you forget to press ID. (See 'Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations,' on p. 3-37.)*





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# Placing Originals

Set the originals on the platen glass or in the feeder, depending on the size and type that you want to print and the settings that you have programmed.

NOTE

- *If the original has too many pages to be placed in the feeder all at once during basic Copy/Mail Box operations, use the Job Build mode. (See the Copying Guide and the Mail Box Function Guide)*

## ■ Platen glass

Place the originals on the platen glass when scanning bound originals, originals on heavy or lightweight paper, and transparencies.

## ■ Feeder

Place a stack of originals in the feeder, and press ◇ . The machine automatically scans them into memory. Two-sided originals can also be automatically turned over and scanned as two-sided image data.


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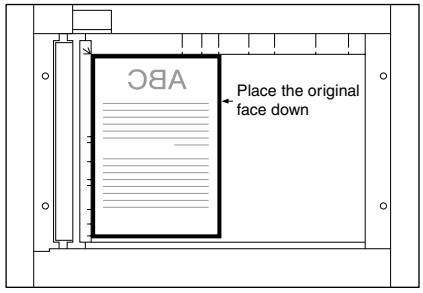
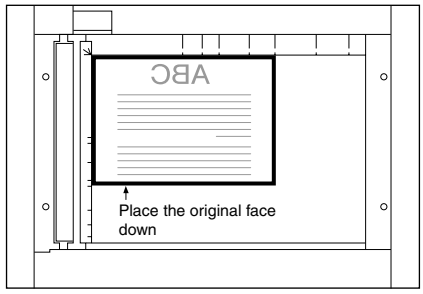
# Orientation of Originals

You can place original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (top left corner) or the feeder.

**[Platen glass]**

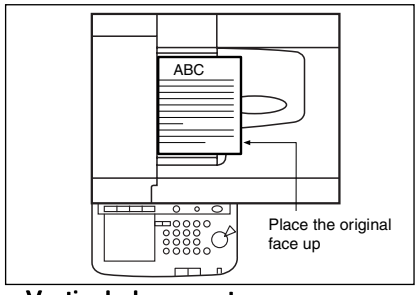



**Vertical placement**

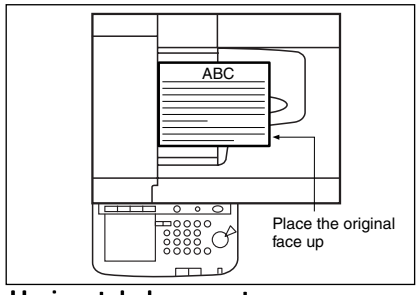



**Horizontal placement**

**[Feeder]**




**Vertical placement**




**Horizontal placement**

NOTE

- *If the top edge of the original is not aligned with the back edge of the platen glass, prints may not be made correctly, depending on the mode you have set.*
- *A4 and A5-size originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when printing with Preset Zoom mode, such as when processing A4→A3.*
- *Horizontally placed A4 and A5-size originals are referred to as A4R and A5R.*
- *A3-size originals must be placed horizontally.*





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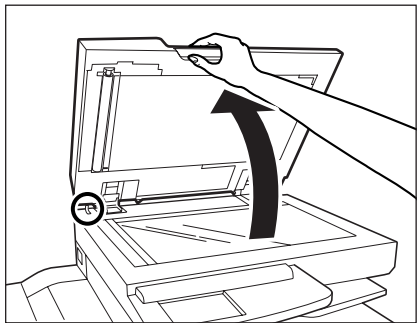
# Placing an Original on the Platen Glass

You should use the platen glass when scanning books and other bound originals, heavy or lightweight paper originals, transparencies, etc., into memory.

NOTE

- *The machine automatically detects the size of following originals: A3, A4, A4R, and A5.*

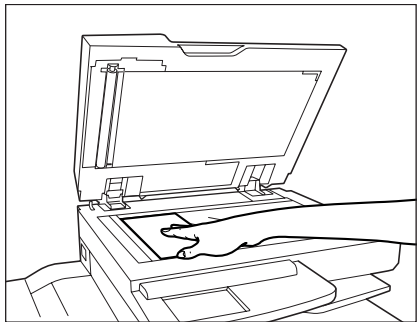
## 1 Lift up the feeder/platen glass cover.



IMPORTANT

- *This machine is equipped with an open/close sensor of the feeder/platen glass cover. When placing originals on the platen glass, lift the feeder/platen glass cover about 30cm. If the sensor does not detach from the feeder, the size of originals may not be detected correctly.*

## 2 Place your original.

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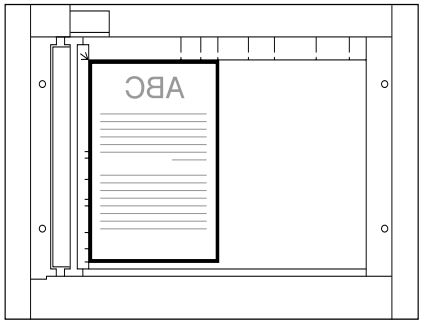
The surface that you want to scan into memory must be placed face down. Align the corner of the original with the top left corner (the arrow) of the platen glass.



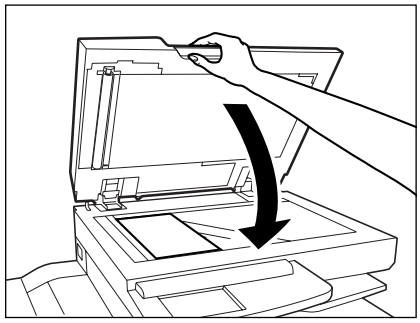

Place books and other bound originals on the platen glass in the same way.

When enlarging A4 or A5-size originals to A3-size paper, place the original horizontally on the platen glass, and align it with the A4R or A5R marks.

NOTE

- *When copying STMT-size originals using the platen glass, you need to set "LTRR/STMT Original Selection" in Additional Functions. (See 'Distinguishing LTRR-size and STMT-size Originals,' on p. 3-20.)*

## 3 Gently lower the feeder/platen glass cover.



CAUTION

- **Close the feeder/platen glass cover gently, to avoid catching your hand, as this may result in personal injury.**
- **Do not press down the feeder/platen glass cover with force when scanning thick books. This may damage the platen glass and cause personal injury.**

IMPORTANT

- *When placing originals on the platen glass, the size of the original is detected after the feeder/platen glass cover has been lowered. Be sure to lower the feeder/platen glass cover before copying.*





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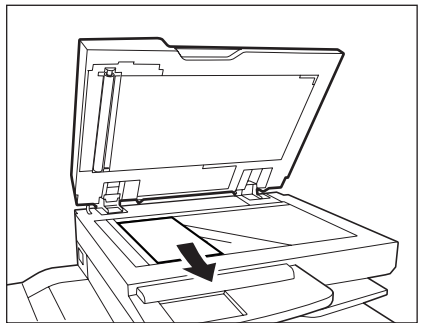
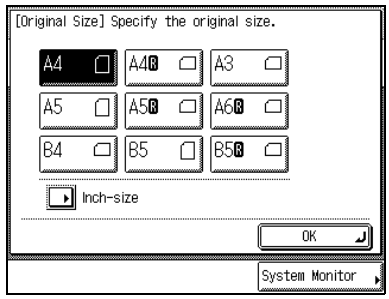
NOTE

- *Remove the original from the platen glass when scanning is completed.*



- *A6R size and postcards cannot be detected. Follow the instructions on the display and specify the original size or select the paper.*




## Placing Originals in the Feeder (DADF-H1)

Place a stack of originals in the feeder, and press ◯ . The machine automatically scans them into memory. Two-sided originals can also be automatically scanned as two-sided image data. You can place the following originals in the original supply tray:

- Weight: One-sided scanning: 38 to 128 g/m$^2$
  Two-sided scanning: 50 to 128 g/m$^2$
- Size: A3, A4, A4R, A5, and A5R
- Tray capacity: 50 sheets (80 g/m$^2$)
  10 sheets (40 g/m$^2$ or less)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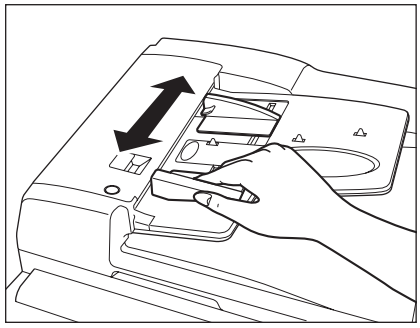
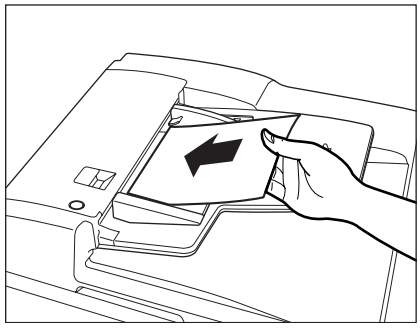
IMPORTANT

- *Original of 40 g/m$^2$ or less may become creased, if used in a high temperature or high humidity environment.*
- *Do not place the following types of originals in the feeder:*
  - *Originals with tears or large binding holes*
  - *Severely curled originals or originals with sharp folds*
  - *Clipped or stapled originals*
  - *Carbon-backed paper or other originals which might not feed smoothly*
  - *Transparencies and other highly transparent originals*
- *If the feeder rollers are soiled from scanning an original written with pencil, perform the Feeder Cleaning procedure. (See 'Cleaning the Feeder ❶,' on p. 5-17, 'Cleaning the Feeder ❷,' on p. 5-20.)*

## 1 Adjust the slide guides to fit the size of the originals.



## 2 Neatly place your originals face up in the original supply tray.



When enlarging A4 or A5-size originals to A3-size paper, place your originals horizontally.

Place the original as far as it will go, until the original set indicator is lit.





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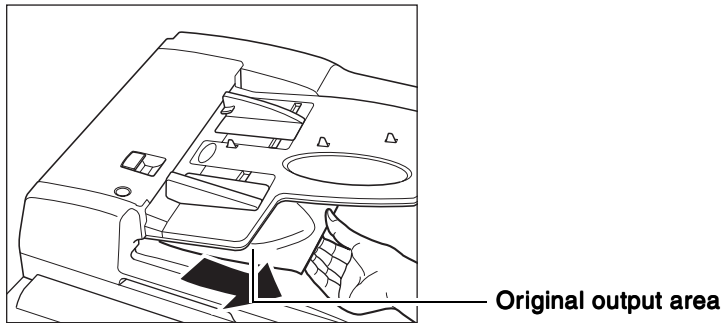
IMPORTANT

- *Do not add or remove originals while they are being scanned.*
- *When scanning is completed, remove the originals from the original output area to avoid paper jams.*




NOTE

- *The scanned originals are output face down to the original output area.*
- *You can place different-size originals (i.e., A4 and A3, A5 and A4R) together in one group in the feeder when you set the Different Size Originals mode. (See the Copying Guide and the Mail Box Function Guide.)*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# Making Prints Using the Stack Bypass



When making prints on transparencies, or non-standard size paper stock, load the paper stock in the stack bypass.

IMPORTANT

- *Note the following points when using the stack bypass:*
  - *Copy quantity: 1 to about 50 sheets (stack about 5 mm high)*
  - *Paper size: 100 mm x 139 mm to 297 mm x 432 mm*
  - *Paper weight: 64 g/m$^2$ to 128 g/m$^2$*
  - *Curl down paper before use. (Curl amount: less than 10 mm for normal paper; less than 5 mm for heavy paper) There are some types of paper stock which may meet the above specifications but cannot be fed in the stack bypass.*
- *Do not load different size/type paper at the same time.*
- *A4-size tracing paper must be placed vertically in the stack bypass. Placing this paper horizontally may cause creases on the print, depending on the moisture absorption condition of the paper.*
- *A4-size transparencies must be placed vertically in the stack bypass. Placing this paper horizontally may cause blurred images.*
- *When making two-sided prints, select the Two-sided mode. Not selecting the correct mode may, cause creases on the print, depending on the moisture absorption condition of the paper.*
- *To print on the rear side of printed paper, it is recommended you load the paper in one of the paper drawers.*
- *When printing on envelopes, empty the output tray when at most 10 printed envelopes accumulate in the tray.*
- *When you select "Free Size" for copying, you cannot use the Auto Zoom, Entire Image, Finisher, Hole Punch, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Shift (Centre/Corner), Booklet, Transparency Interleaving, Image Combination, Image Separation, or Image Repeat modes.*
- *When you select "Free Size" for printing documents stored in the mail box, you cannot use the Finisher, 2-Sided, Document Contiguous/Separate Duplex Printing, Cover/Sheet Insertion, or Booklet modes.*

NOTE

- *When scanning the following originals, you cannot use Automatic Paper Selection. Use Manual Paper Selection with these types.*
  - *Highly transparent originals such as transparencies*
  - *Originals with an extremely dark background*

### ■ Standard Size

You can select standard inch paper, or A or B series paper.

### ■ Free Size

You can place non-standard size paper (100 mm x 139 mm to 297 mm x 432 mm).



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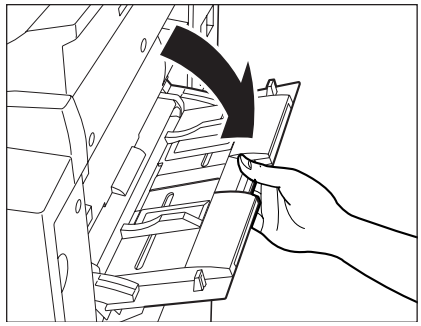
■ **Envelope**

The following envelopes can be loaded into the envelope cassette: COM10, ISO-B5, Monarch, ISO-C5, DL, and Yougata 4.

## *1* Open the stack bypass.



- **If the specified paper has already been loaded in the Stack Bypass:**

  Press “Paper Select,” and press “Stack Bypass” to specify the loaded paper. Proceed to Step 6.

NOTE

- *If the paper size loaded in the stack bypass is different from the paper size stored in the Standard Stack Bypass Settings, set the Stack Bypass Standard Settings to “Off.” (See ‘Setting the Standard Paper for the Stack Bypass,’ on p. 3-25.)*

- **If paper different from that specified is loaded in the Stack Bypass:**

  Check to see if any job is reserved. (See ‘Flow of Checking/Changing Operations,’ on p. 2-2.)

  If there is a current/reserved job, reserve a change for the stack bypass. (See ‘Using the Stack Bypass While Reserving Print Jobs,’ on p. 1-55.)

  When there is no reserved job, remove the paper and continue the procedure from step 2.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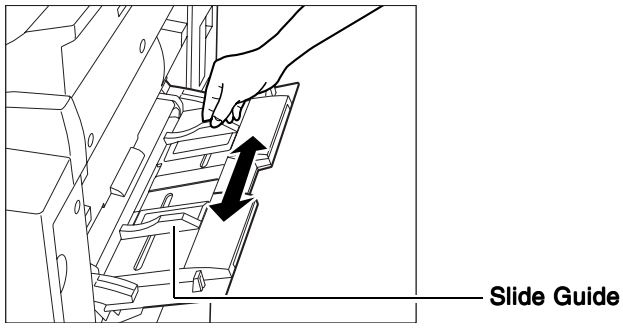
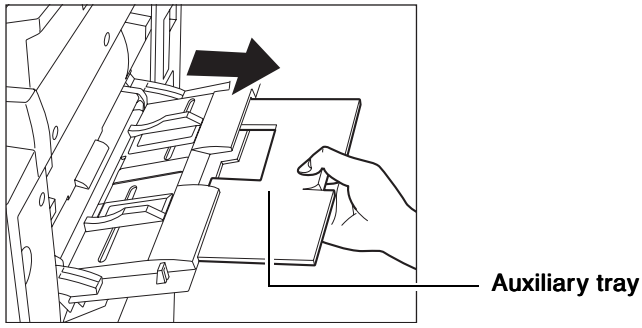
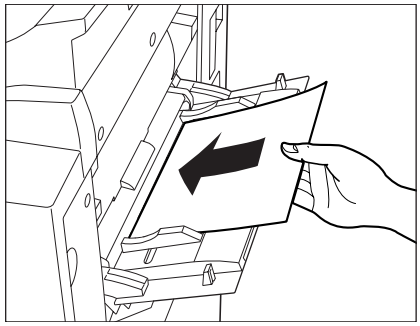
## 2 Adjust the slide guides to the size of the paper.




When feeding large-size paper, pull out the auxiliary tray.




## 3 Load the paper in the stack bypass.



Make sure that the height of the paper stack does not exceed the limit mark ( ).

Align the required number of sheets of paper with the slide guides. The surface that you want to print on must be placed face up. Insert the paper into the machine until it stops.

IMPORTANT

- *If Stack Bypass Standard Settings are set to 'On,' you can load only the registered paper types in the stack bypass.*



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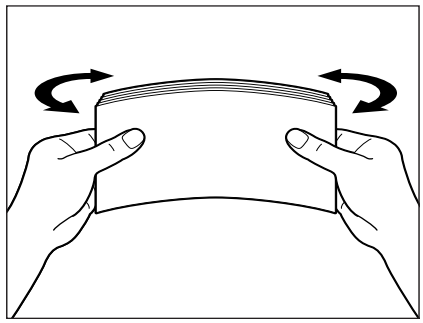
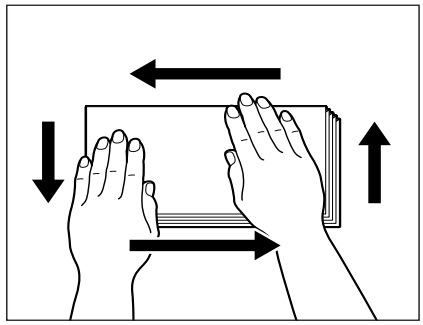
- **Loading envelopes in the stack bypass.**

  Take five or so envelopes, and loosen them as shown, then stack them together.
  Repeat this step 5 times.



  Place the envelopes on a clean, level surface and spread them out by hand in the direction of the arrows.
  Repeat this step 5 times.



IMPORTANT

- *Take particular care to spread the envelopes out in the direction they will be fed.*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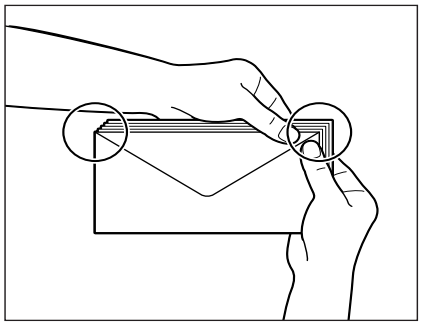
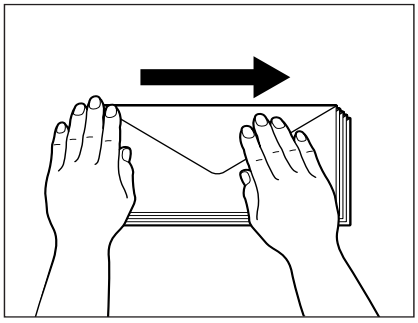
Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

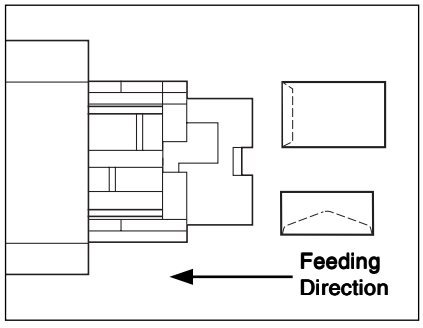


IMPORTANT

- *Do not print on the underside of the envelopes.*
- *If the envelopes become filed with air, flatten them by hand before loading them in the envelope feeder attachment.*



Load the envelopes as shown below.




IMPORTANT

- *When printing data from a personal computer, always load the envelopes as shown above.*





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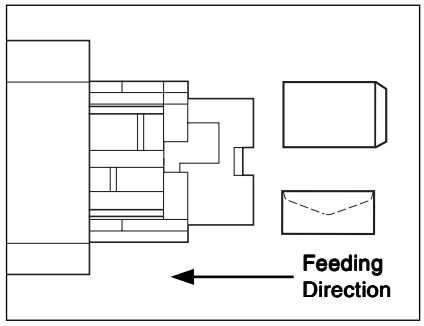
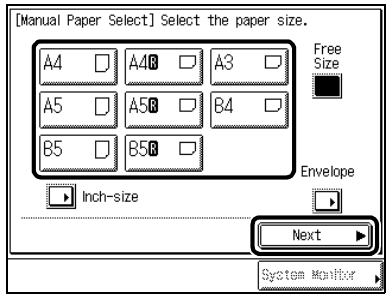
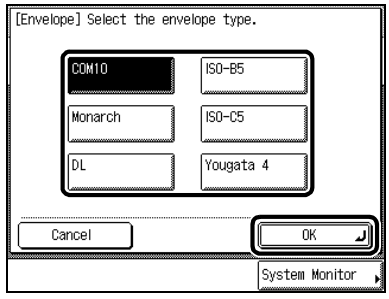
When Saddle Finisher-G1 is attached, and Image Orientation Priority is set to “On,” load the envelopes as shown below.




## 4 Select the paper size, and press “Next.”




If envelopes are loaded, press “Envelopes,” and specify the envelope type. Then press “OK” → “OK,” and proceed to step 6.




When loading paper other than a standard size, press “Free Size.”

To select the inch paper size, press “Inch-size”.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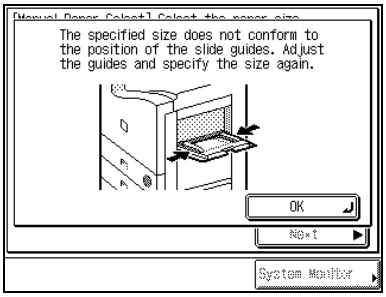
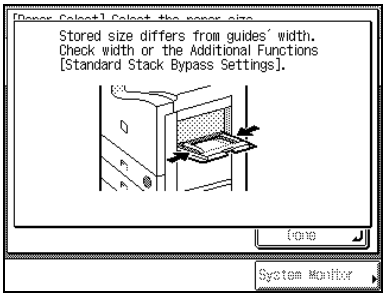
If the following screen is displayed, adjust the width of the slide guide and set the size.


The specified size does not conform to the position of the slide guides. Adjust the guides and specify the size again.
OK
Next
System Monitor

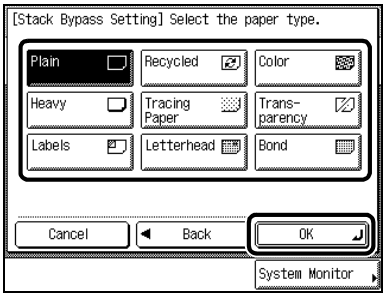
If the following screen is displayed, adjust the width of the slide guides to the size stored in the Stack Bypass Standard Settings, or set the Stack Bypass Standard Settings to "Off."


Stored size differs from guides' width. Check width or the Additional Functions [Standard Stack Bypass Settings].
Done
System Monitor

IMPORTANT

- *Set the paper size to the same size as the paper loaded in the stack bypass.*
- *If Standard Paper for Stack Bypass is set to "On," you can load only the registered paper types in the stack bypass.*
- *Designate which envelope type you want to set. If the envelope type is not designated correctly, a paper jam will occur.*

## 5 Select the type of paper (Plain, Heavy, etc.), and press "OK."




IMPORTANT

- *Select the correct paper type to avoid a paper jam.*





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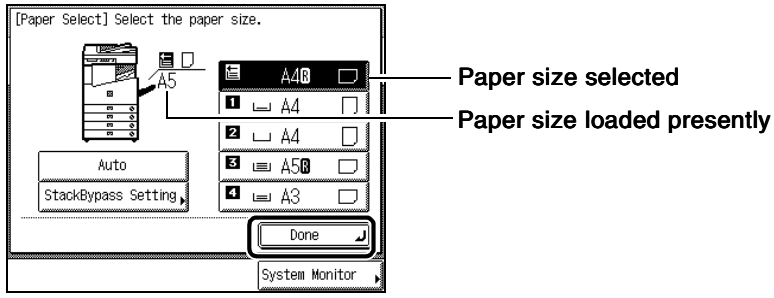
NOTE

- *For details of paper types, see 'Available Paper Stock,' on p. 1-61.*

## 6 Press "Done."




When you press "Stack Bypass Setting," you can set the paper size again.

## 7 Place your originals, and programme the copy settings.

When printing documents stored in a mail box, this procedure is not necessary.

NOTE

- *When there is no reserved job, continue the procedure from step 2.*

## 8 Press ◇ .

When printing documents stored in a mail box, press "Start Print."

Copying starts.

NOTE

- *If heavyweight paper or envelopes are not fed normally from the stack bypass when printing, curl up the edge of the paper by about 3 mm before loading it.*
- *To cancel all settings and return the machine to the standard mode, press* C .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# Using the Stack Bypass While Reserving Print Jobs

While paper is being fed from the stack bypass for the current print job, you can specify the paper to be loaded in the stack bypass for the next reserved job.

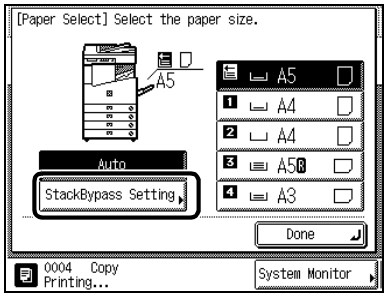
You can reserve up to five print jobs, including the current job. Interrupt print jobs are not included in this count.

The following example assumes that A4 plain paper is being fed from the stack bypass for the current job, and that you are reserving A3 plain paper to be fed from the stack bypass for the next reserved job

IMPORTANT

- *If Stack Bypass Standard Settings is set to "On," you can reserve a job only with the registered paper types. (See 'Setting the Standard Paper for the Stack Bypass,' on p. 3-25.)*

## 1 Press "Stack Bypass Setting" in the Paper Selection screen that appears when specifying reserved print settings.




NOTE

- *When Standard Stack Bypass Settings is set to "On, "and "Stack Bypass" is selected, the paper stored in the Standard Settings is displayed. (See 'Setting the Standard Paper for the Stack Bypass,' on p. 3-25.)*





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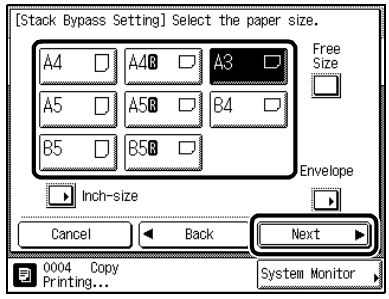
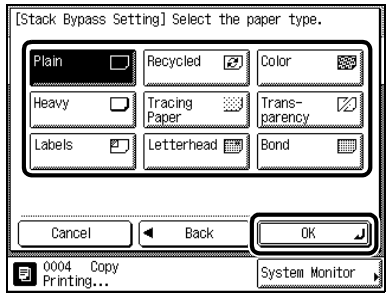
## 2 Select the paper size, and press "Next."



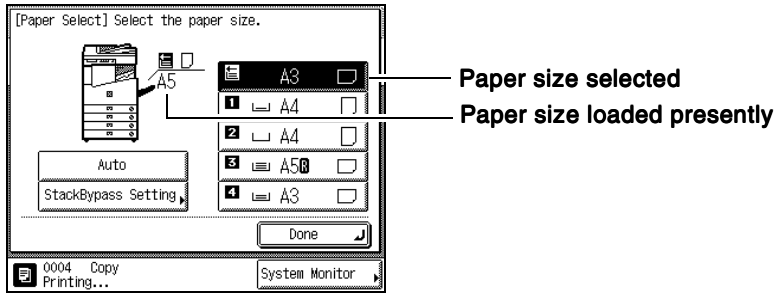

NOTE

- *To select free size paper, press "Free Size."*
- *To select envelopes, press "Envelope."*
- *To select the inch paper size, press "Inch-size".*
- *If Stack Bypass Standard Settings is set to "On," the screen which shows the paper size/type selected beforehand will be displayed. (See 'Setting the Standard Paper for the Stack Bypass,' on p. 3-25.)*

## 3 Select the paper type, and press "OK."




The paper currently loaded and the paper reserved to be loaded are displayed, as shown in the following screen.





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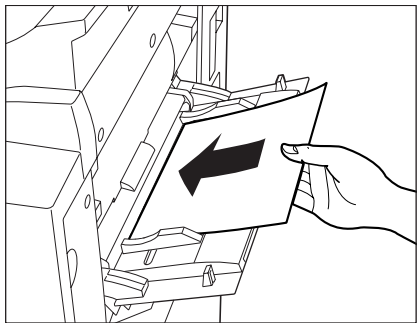
## 4 Press “Done.”

This completes the reserved specifications for the originals you plan to set in the feeder.

## 5 Press .

When printing documents stored in a mail box, press “Start Print.”

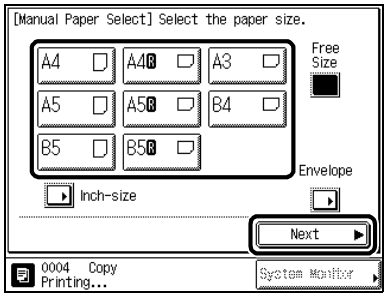
## 6 Load the specified paper when its turn comes to print.



NOTE

- *The specified paper size is displayed when its turn comes to print.*
- *Even when setting reserved print settings, if paper is loaded in the stack bypass, specify the same paper size and type as selected in steps 2 and 3. Otherwise, the machine does not start printing.*

## 7 Select the paper size, and press “Next.”




NOTE

- *To select free size paper, press “Free Size.”*
- *To select envelopes, press “Envelope.”*
- *To select the inch paper size, press “Inch-size”.*





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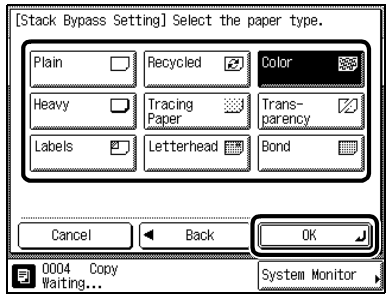
## 8 Select the paper type, and press “OK.”




The machine starts printing.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# Multi-function Operation



The iR3300/iR2800/iR2200 is a multi-function machine equipped with such capabilities as Print and Fax, in addition to the Copy function. You can operate these functions together (Multi-function Operation). The following table presents details of multi-function operations.

| Previous job / Next job | | Copy | | Mail Box | |
|---|---|---|---|---|---|
| | | Scanning data | Printing | Scanning data | Printing |
| Copy | | – | △ | – | △ |
| Mail box | Scanning data | – | ○ | – | ○ |
| | Printing | ○ | △ | × | △ |
| Fax | TX (scanning included) | – | ○ | – | ○ |
| | Memory TX | ○ | ○ | ○ | ○ |
| | Memory RX | ○ | ○ | ○ | ○ |
| | Printing of Auto RX Documents | ○ | △ | ○ | △ |
| Printer | Receiving data | ○ | ○ | ○ | ○ |
| | Printing | ○ | △ | ○ | △ |



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| Next job \ Previous job | | Fax | | | | Printer | |
|---|---|---|---|---|---|---|---|
| | | Scanning data | TX | RX | Printing of Auto RX Documents | Receiving data | Printing |
| Copy | | – | ○ | ○ | △ | ○ | △ |
| Mail box | Scanning data | – | ○ | ○ | ○ | ○ | ○ |
| | Printing | ○ | ○ | ○ | △ | ○ | △ |
| Fax | TX (scanning included) | – | ○ | ○ | ○ | ○ | ○ |
| | Memory TX | ○ | △ | △ | ○ | ○ | ○ |
| | Memory RX | ○ | – | – | ○ | ○ | ○ |
| | Printing of Auto RX Documents | ○ | ○ | ○ | △ | ○ | △ |
| Printer | Receiving data | ○ | ○ | ○ | ○ | – | ○ |
| | Printing | ○ | ○ | ○ | △ | ○ | △ |

– : Unavailable due to the duplicate devices

× : Operationally unavailable

△ : Available. Automatically resume the next job after performing the previous job.

○ : Available

'TX (scanning included)' includes a reservation of the direct sending.



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# Available Paper Stock



Paper types which can be used with this machine are shown in the following table. The type of paper loaded in a paper drawer is indicated by the icon shown on the touch panel display for that paper drawer. (See 'Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,' on p. 3-13.)

| Paper Type | Available Loading Place (Paper Set Place) | | |
|---|---|---|---|
| | Paper drawer | Stack bypass | Paper Deck |
| Plain *1 | × | × | × |
| Heavy *2 | – | × | – |
| Recycled *1 | × | × | × |
| Colour *1 | × | × | × |
| Letterhead *3*4 | – | × | – |
| Tracing Paper *5 | × | × | – |
| Transparency | – | × | – |
| Labels | – | × | – |
| Bond *1 | – | × | – |
| Envelop | ×*6 | × | – |

*1 Plain, Recycled, Colour, and Bond are from 64 g/m$^2$ to 80 g/m$^2$.

*2 Heavy paper is from 81 g/m$^2$ to 128 g/m$^2$.

*3 Pre-printed papers with logos or patterns

*4 When copying on Letterhead, we recommend that you set the Image Orientation Priority to "On" in the Additional Functions screen. (*See the Copying Guide*.)

*5 Some types of tracing paper cannot be used.

*6 When the Envelope Feeder Attachment-B1 (option) is attached to paper drawer 1, envelopes can be loaded.



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| Paper Size | | Length x Width | Available Loading Place (Paper Set Place) | | | |
|---|---|---|---|---|---|---|
| | | | Paper drawer 1, 3 | Paper drawer 2, 4 | Stack Bypass | Paper Deck |
| A3 | | 297 x 420 mm | – | × | × | – |
| A4 | | 297 x 210 mm | × | × | × | × |
| A4R | | 210 x 297 mm | × | × | × | – |
| A5 | | 210 x 148 mm | × | × | × | – |
| A5R | | 148 x 210 mm | × | × | × | – |
| Envelope* | ISO-B5 | 176 x 250 mm | × | – | × | – |
| | ISO-C5 | 162 x 229 mm | × | – | × | – |
| | COM 10 | 104.7 x 241.3 mm | × | – | × | – |
| | DL | 110 x 220 mm | × | – | × | – |
| | Monarch | 98.4 x 190.5 mm | × | – | × | – |
| | Yougata 4 | 105 x 235 mm | × | – | × | – |
| Free Size | | 100 x 139 mm to 297 x 432 mm | – | – | × | – |

IMPORTANT

- ** When the Envelop Feeder Attachment-B1 (option) is attached to paper drawer 1, envelopes can be loaded.*

NOTE

- *For details of how to load paper, see the following pages:*
  - *Paper drawer: 'Loading Paper,' on p. 5-2.*
  - *Paper Deck: 'Loading Paper in the Paper Deck,' on p. 7-12.*
  - *Stack bypass: 'Making Prints Using the Stack Bypass,' on p. 1-47.*
- *Paper drawers 3, 4 and Paper Deck are optional.*


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# Flow of Checking/Changing Operations



When you press “System Monitor,” the System Monitor screen appears enabling you to check and change the status of Copy, Fax, and Print jobs. For example, you can change the order of jobs in the print queue, cancel a job, check the details of a job, or print a password-protected job (secured print).

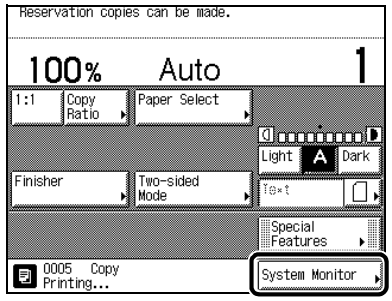
By displaying the Job List for each job type, it is possible to confirm the present job or a job waiting to be processed. By displaying the History List, you can confirm a job that has already been processed. Also, it is possible to print a report of fax transmission/reception from the System Monitor screen.

From the System Monitor screen, you can quickly acquire information about the machine, check the amount of paper remaining in the paper drawers and optional drawers, check the amount of memory currently being used, and view any error messages.

NOTE

- *Many of the check/change operations can also be performed from the Remote UI. (See the Remote UI Guide.)*

## 1 Press “System Monitor.”




## 2 From the keys located at the top of the System Monitor screen, select the job type (“Copy,” “Fax,” or “Print”) or press “Device” to display the current machine status.



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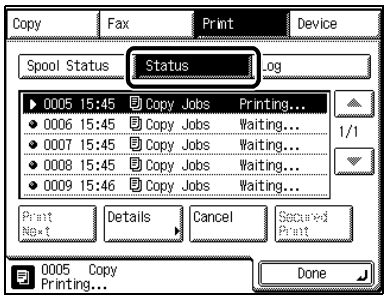
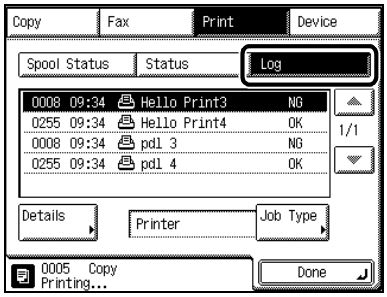
- **If you select “Copy,” “Fax,” or “Print”:**

  Press “Status.”




  To see jobs currently being processed or waiting to be processed, press “Status.”
  To see jobs that have already been processed, press “Log.”




NOTE

- *The status of each icon displayed in the screen is as follows:*
  - *: Operating*
  - *: Waiting*
  - *: Error*
  - *: Cancelling*
  - *: Paused*
  - *: Secured job*
  - *: Copy job*
  - *: Mail Box job*
  - *: Printer job*
  - *: Fax job*
  - *: Report job*

- *The latest 128 copy or print jobs, or 40 fax jobs are displayed in the log.*





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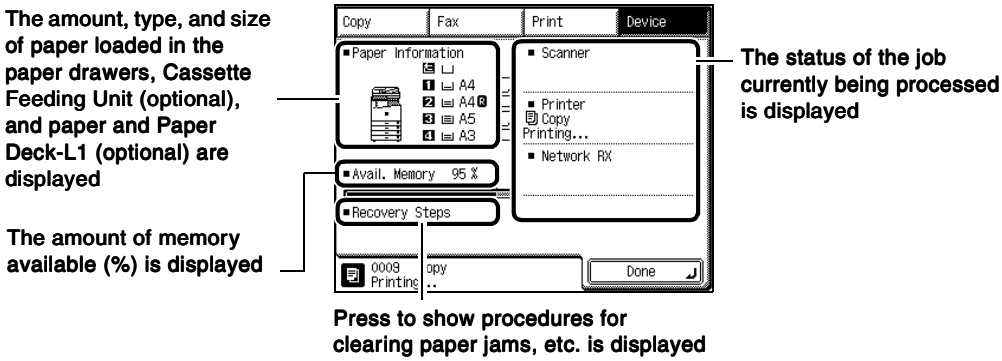
- **If you select "Device":**



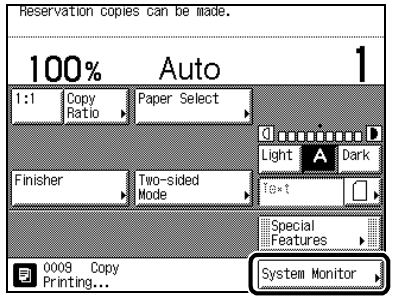

## Checking/Cancelling a Job in the Spooler

When you send print data from a computer, it is stored in this machine. The machine then processes this data and outputs it. This operation is called Spool.

NOTE

- *"Spool Status" is displayed only when the Printer Kit (optional) is attached.*
- *Operations such as checking or canceling spool jobs are possible only when Use Spooler is set to "On." For details, see the Network Guide.*

### 1 Press "System Monitor."



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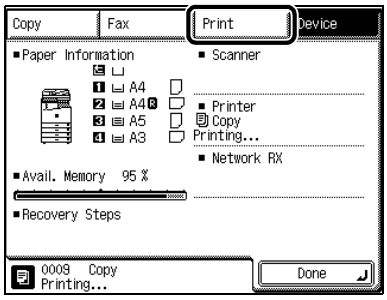
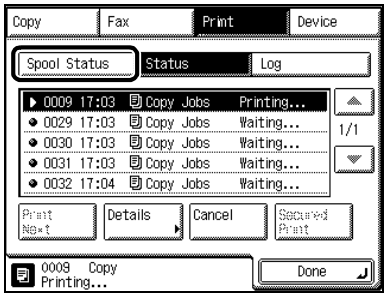
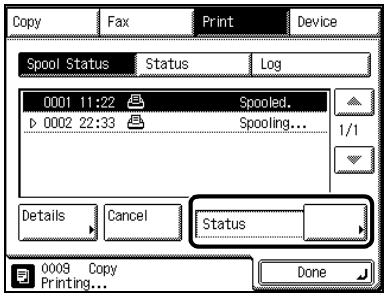
## 2 Press “Print.”




## 3 Select “Spool Status.”




## 4 Press “ Status ”.





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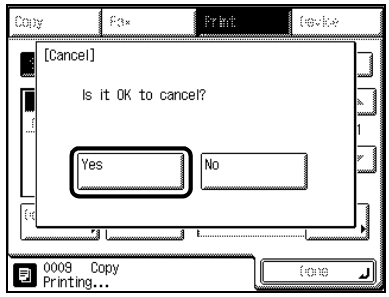
- **To cancel a job in the spooler:**

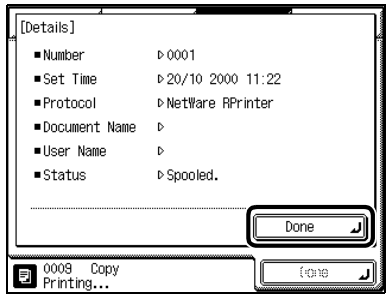
  Press “Status.”
  Select the job you want to cancel → press “Cancel.”
  Press “Yes.”




If you do not want to cancel the job, press “No.”

- **To check the job details:**

  Select “Status” or “Log.”
  Select the job you want to view more details about → press “Details.”
  Check the detailed information → press “Done.”




## 5 Press “Done.”

The display returns to the Basic Features screen.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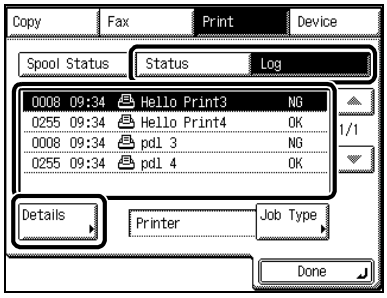
# Checking Print Job Details

You can check job details, such as the date and time entered, and the number of pages.



**1** **Press “System Monitor” → select “Copy,” “Fax,” or “Print.”**

**2** **Press “Status” or “Log” → select the job you want to view more details about → press “Details.”**




**3** **Check the detailed information → press “Done.”**

Repeat this procedure as necessary.

The display returns to the Basic Features screen.



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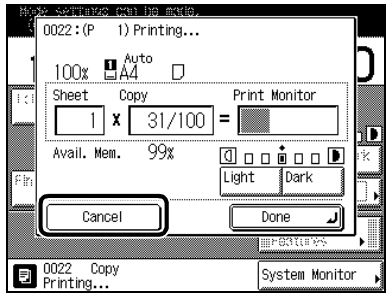
# Cancelling a Reserved Job

You can cancel a reserved job in several ways.



## Cancelling from the Touch Panel Display

**1 Press "Cancel" in the screen shown below, which appears while the machine is scanning, printing, or waiting to print a document.**




The selected job is cancelled.

NOTE

- *When you cancel a job during scanning, be sure to remove the original of that job.*



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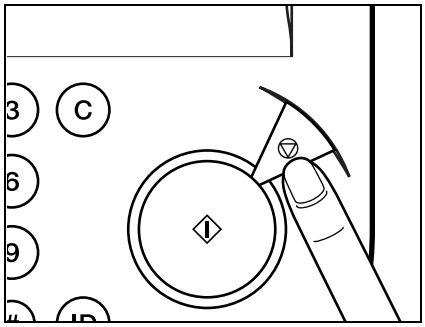
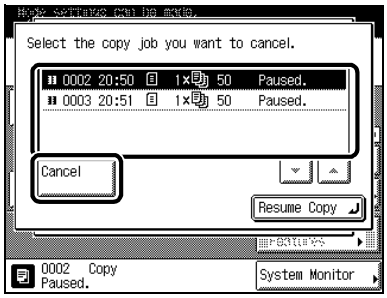
# Cancelling with (Stop)

## 1 Press .



When cancelling a job which is being printed, press “Cancel” on the touch panel display which appears during printing.

## 2 Select the job to be cancelled from the list, and press “Cancel.”




You cannot select multiple documents and cancel them all at once.

When cancelling multiple documents, select and cancel one document at a time.

To restart printing, press “Resume Copy.”

The selected job is cancelled.





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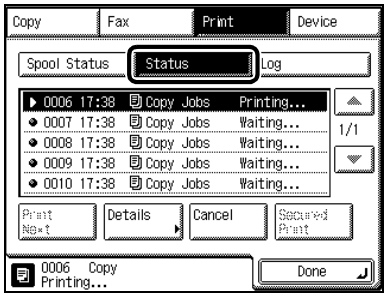
# Cancelling from the System Monitor Screen

You can cancel a job while it is waiting to be processed, or during printing.

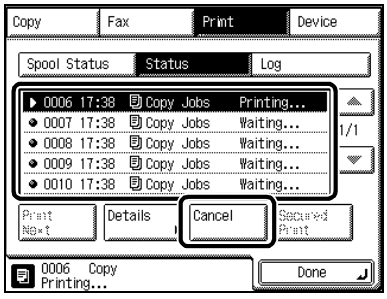


## 1 Press “System Monitor,” and select the Job Type.

## 2 Press “Status.”




## 3 Select the job to be cancelled, and press “Cancel.”




You cannot select multiple documents and cancel them all at once.



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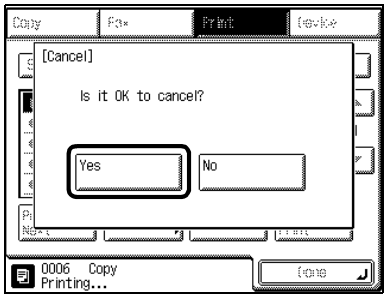
## 4 Press “Yes.”




If you do not want to cancel the job, press “No.”

NOTE

- *The cancelled document is displayed as <NG> on the Print Log screen.*

## 5 Press “Done.”

The display returns to the Basic Features screen.





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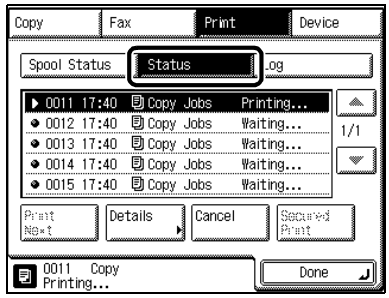
# Priority Printing

When you set priority printing for a job, the machine starts printing the job once the currently printing document is completed.

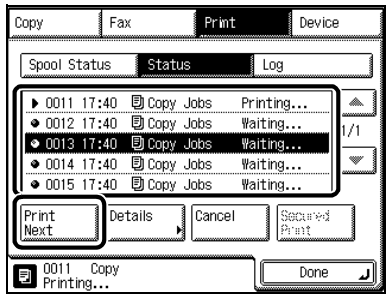


## 1 Press "System Monitor," and press "Print."

## 2 Press "Status."




## 3 Select the document for priority printing, and press "Print Next."




## 4 Press "Done."

The display returns to the Basic Features screen.



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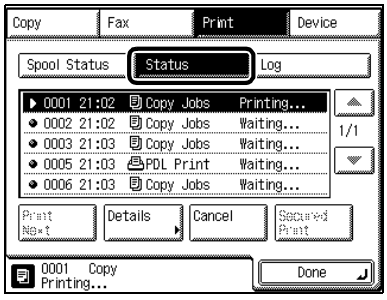
# Handling Print Jobs Sent from a Computer

You can temporarily stop a print job sent from a computer, or skip an error when a print error occurs.

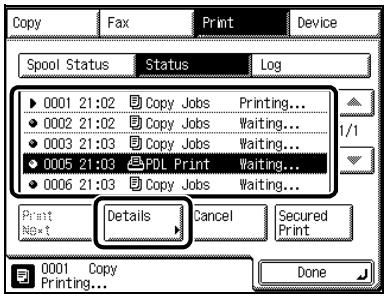


**1** **Press "System Monitor," and press "Print."**

**2** **Select "Status."**




**3** **Select the desired document, and press "Details."**



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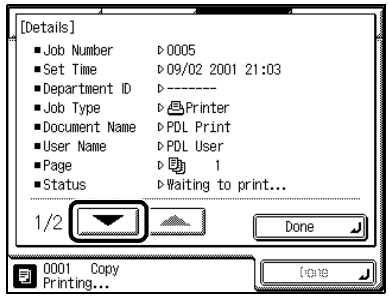
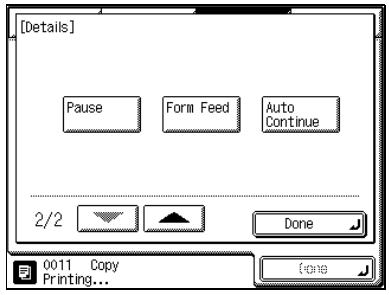
## 4 Press "▼."




## 5 Perform handling of the print job.

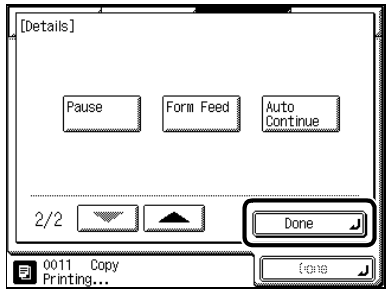



When you press "Pause," printing stops temporarily, and the key changes to "Resume." When you press "Resume," printing restarts, and the key changes to "Pause."

You can continue the print job even when a print error has occurred, by pressing "Auto Continue," depending on the type of print error. However, the print output may not be the same as expected.

When printing is cancelled from the computer or when the data is less than the volume of one page, the print job may not be performed correctly. When you press "Form Feed," you can force the print data remaining in memory to be output.

## 6 When you finish handling the print job, press "Done."





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## 7 Press “Done.”

The display returns to the Basic Features screen.





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# Printing Secured Documents

You can print documents that have been assigned a password and sent from a computer. Documents with a password are called secured documents.

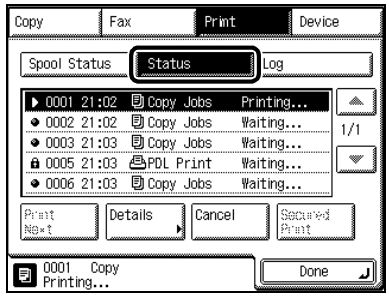
Secured documents waiting to be printed are displayed with a mark to the left of the job number. To print these documents, you need to enter the correct password. This prevents other people who do not know the password from observing the contents of the print job.

IMPORTANT

- *If the main power is turned OFF, any secured documents are erased.*
- *The secured document is erased after its printing is completed.*
- *You cannot change the settings of the secured document before printing it, once it is sent.*

**1** **Press "System Monitor," and press "Print."**

**2** **Press "Status."**



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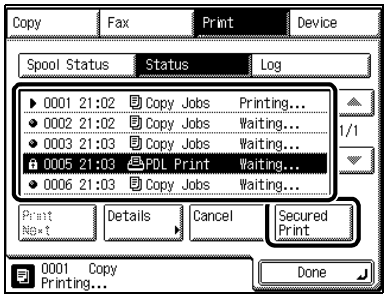
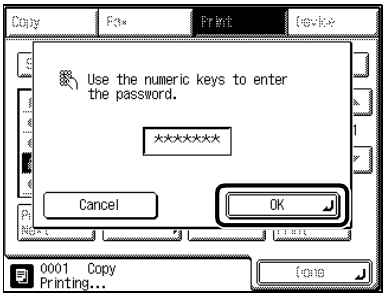
## 3 Select the desired secured document, and press “Secured Print.”




## 4 Enter the correct password, and press “OK.”




Enter the same password originally assigned from the computer. The machine becomes ready to print the document.

To cancel printing, press “Cancel.”

The machine starts printing.

If there is a current or reserved job, the machine starts printing after that job is completed.





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# Selecting and Storing Settings to Suit your Needs

3
CHAPTER

This chapter describes the initial settings and procedures to change them according to your needs.


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Selecting the Initial Function at Power ON . . . . . 3-8
Selecting the Default Display After Auto Clear . . . . . 3-10
Setting Entry Tone, Error Tone, and Job Done Tone. . . . . 3-11
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# Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. (*Indicates the factory default setting.) For more information, consult the following guides:

Copy Settings ..... The *Copying Guide*
Custom Fax Settings,
Communication Settings in System Settings ..... The *Facsimile Guide*
Mail Box Settings ..... The *Mail Box Function Guide*
Printer Settings ..... The *PS/PCL Printer Guide*
Network Settings in System Settings ..... The *Network Guide*
Remote UI On/Off in System Settings ..... The *Remote UI Guide*

| Additional Function | Available settings | Applicable page |
|---|---|---|
| **Common Settings** | | |
| Initial Function | Copy*/Mail Box/Fax<br>Set “System Monitor Screen” as initial function: On/Off*<br>Set “Device” as the default for “System Monitor”: On*/Off | P.3-8 |
| Auto Clear Setting | Initial Function*/Selected Function | P.3-10 |
| Audible Tones | Entry Tone/Error Tone/Job Done Tone (All On*/Off) | P.3-11 |
| Inch Entry | On/Off* | P.3-12 |
| Drawer Eligibility For APS/ ADS | Copy*/Printer/Mail Box/Other (Fax) (Stack bypass: On/Off*, Drawers: On*/Off)<br>Copy: Consider Paper Type: On/Off* | P.3-13 |
| Store Paper Type | Plain*/Recycled/Colour/Tracing paper | P.3-15 |
| Function Keys Wake Up | On/Off* | P.3-18 |
| Energy Consumption in Sleep Mode | Low*/High | P.3-19 |
| LTRR/STMT Original Selection | Distinguish Manually/Use LTRR Format*/Use STMT Format | P.3-20 |




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| Additional Function | Available settings | Applicable page |
|---|---|---|
| **Common Settings** | | |
| Tray Designation | Tray A: Copy*/Printer*/Fax/Other<br>Tray B: Copy/Printer/Fax*/Other*<br>Tray C: Copy/Printer/Fax/Other | P.3-21 |
| Printing Priority | 1: Copy (Priority)/2:Printer/3:Other | P.3-22 |
| Envelope Cassette | Env. 1 (COM10*)<br>Env. 2 (COM10*)<br>COM10/ISO-B5/Monarch/ISO-C5/DL/Yougata | P.3-23 |
| Standard Stack Bypass Settings | On/Off* | P.3-25 |
| Standard Local Print Settings | Paper Select: Auto*/Select paper supply<br>Copies: 1* to 2,000 sets<br>Finisher:<br>With the Finisher-J1<br>Do not Collate/Collate/Offset Collate*/Group/ Offset Group/Staple (Corner)<br>With the Saddle Finisher-G1+Inner 2way Tray-A1<br>Do not Collate/Collate*/Offset Collate/Group/ Offset Group/Staple (Corner, Double)<br>With the Inner 2way Tray-A1<br>Do not Collate/Collate*/Rotate Collate/Group/ Rotate Group<br>With Saddle Finisher-G1+Puncher Unit-J1/G1/H1<br>Do not Collate/Collate*/Offset Collate/Group/ Offset Group/Staple (Corner, Double) /Hole Punch<br>Without a Finisher<br>Do not Collate/Collate*/Rotate Collate/ Group/Rotate Group<br>Two-sided Print: On/Off*<br>Erase Document After Printing: On/Off*<br>Merge Documents: On/Off* | P.3-27 |
| Language Switch | On/Off* | P.3-29 |
| Reversed Display | On/Off* | P.3-30 |
| Initialise Common Settings | Initialise | P.3-31 |





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| Additional Function | Available settings | Applicable page |
|---|---|---|
| **Timer Settings** | | |
| Date & Time Settings | Default setting (12-digit number)<br>Time Zone Settings: GMT–12:00 to GMT+12:00, (GMT 0:00*)<br>Daylight Saving Time Settings: On*/Off | P.3-32 |
| Change Auto Sleep Time | 10 Sec., 1, 2*, 10, 15, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours | P.3-35 |
| Change Auto Clear Time | 0 (no setting), 1 to 9 min. in one-minute increments, 2 min.* | P.3-37 |
| Time Until Unit Quiets Down | 0 (no setting), 1 to 9 min. in one-minute increments, 1 min.* | P.3-38 |
| Daily Timer Settings | Sunday to Saturday, 00:00 to 23:59 in one-minute increments | P.3-39 |
| **Adjustment/Cleaning** | | |
| Zoom Fine Adjustment | X/Y: 0*, -1.0% to +1.0% in 0.1% increments | P.3-40 |
| Saddle Stitch Position Adjustment | -2.0 mm to +2.0 mm (0 mm*) in 0.25 mm increments | P.3-41 |
| Exposure Recalibration | 9 Steps, 5* | P.3-42 |
| Feeder Cleaning | Press “Start” | P.5-17 |
| Roller Cleaning | Press “Start” | P.5-21 |
| Staple/Offset Function | On*/Off | P.3-43 |
| **Report Settings** | | |
| **Custom Settings: Fax** | | – |
| TX Report | On, For Error Only*, Off | – |
| Activity Report | Auto Print: On*, Off<br>Send/Receive Separate: On, Off*<br>Daily Activity Report Time: On, Off* | – |
| RX Report | On, For Error Only, Off* | – |
| Memory Box RX Report | On*/Off | – |
| **Print List: Fax** | | P.3-45 |
| Address Book List 1, Address Book List 2, Group Destination List, User’s Data List | Print | |


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| Additional Function | Available settings | Applicable page |
|---|---|---|
| **Report Settings** | | |
| **Print List: Network** | | P.3-47 |
| User's Data List | Print | |
| **Print List: Printer** | | P.3-49 |
| User's Data List | Print | |
| **System Settings** | | |
| **System Manager Settings** | | P.4-2 |
| System Manager | 32 characters max. | |
| System Manager ID | 7 digit number max. | |
| System Password | 7 digit number max. | |
| E-mail Address | 64 characters max. | |
| Contact Information | 32 characters max. | |
| Comment | 32 characters max. | |
| **Department ID Management** | | P.4-6 |
| Department ID Management | On/Off* | |
| ID/Password | Store, Edit, Erase, Limit Impress. | |
| Print Totals | Clear, Clear All Totals, Print List | |
| Accept Jobs with Unknown ID | On*/Off | |
| **Communications Settings** | | – |
| Send Start Speed | 33600bps*,14400bps, 9600bps, 7200bps, 4800bps, 2400bps | – |
| Receive Start Speed | 33600bps*, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps | – |
| Transfer Setting | On/Off* | – |
| Memory Lock Setting | On/Off* | – |
| Receive Password | Numerals | – |
| R-key Setting | PSTN*/PBX | – |





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| Additional Function | Available settings | Applicable page |
|---|---|---|
| **System Settings** | | |
| M-key Setting | No setting* | – |
| **Device Info Settings** | Device Name: 32 characters<br>Location: 32 characters | P.4-24 |
| **Clear Message Board** | Erase | P.4-25 |
| **Auto Offline** | On/Off* | P.4-26 |
| **Copy Settings** | | |
| Standard Key 1, 2 Settings | All modes (No setting*) | – |
| Auto Collate | On*/Off | – |
| Image Orientation Priority | On/Off* | – |
| Job Duration Display | On/Off* | – |
| Auto Orientation | On*/Off | – |
| Photo Mode | On/Off* | – |
| Standard Settings | Store, Initialise | – |
| Initialise Copy Settings | Initialise | – |
| **Custom Fax Settings** | | |
| **User Settings** | | – |
| Standard Key Settings | All Modes (No settings*) | – |
| Unit telephone # | Numerals | – |
| Unit Name | Alphanumerics, Symbols | – |
| Sender's Names (TTI) | Alphanumerics, Symbols | – |
| TX Terminal ID | On*/Off | – |
| Density Control | 1 to 9, 5* | – |
| Tel Line Type | Pulse, Tone | – |
| Volume Control | 0 to 8, 4* | – |
| Standard Settings | Store, Initialise | – |
| **Store Destinations** | Store | – |
| **TX Settings** | | – |
| ECM TX | On*/Off | – |


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| Additional Function | Available settings | Applicable page |
|---|---|---|
| **Custom Fax Settings** | | |
| Pause Time | 1 to 15 seconds (2 seconds*) | – |
| Auto Redial | On*/Off | – |
| Stamp Document | Direct & Memory TX*, Direct TX | – |
| **RX Settings** | | – |
| ECM RX | On*/Off | – |
| Received Page Footer | On/Off* | – |
| **Printer Settings** | | – |
| Select Cassette | Switch A-D Each On*, Off | – |
| Receive Reduction | On*/Off | – |
| Two-sided Print | On/Off* | – |
| 2 On 1 Log | On/Off* | – |
| **File Settings** | | – |
| Memory Box Store/Set | Confidential, Relay, Batch Sending | – |
| **Mail Box Settings** | | |
| Box Set/Store | Number: 0 to 99<br>Password: 7 digit number max.<br>Store Name: 24 characters max.<br>Doc. Auto Erase: 1, 2, 3, 6, 12 hours, 1, 2, 3*, 7, 30 days, 0 (no limit)<br>Initialise | – |
| Photo Mode | On/Off* | – |
| Standard Scan Settings | Store, Initialise | – |





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# Setting Specifications That Are Common to Each Function (Common Settings)

This section describes how to specify the settings that are common to the Copy, Mail Box, and Fax.

NOTE

- *The Common Settings screen is made up of several screens. Use "▼" or "▲" to scroll to the desired screen and make the required settings.*
- *When the "▼" or "▲" should be pressed, the indication* *is displayed in this manual.*



## Selecting the Initial Function at Power ON

You can specify which screen is displayed when you turn on the main power. The System Monitor screen can also be specified.

NOTE

- *The default settings are as follows:*
  - *Select Initial Function: Copy*
  - *Set "System Monitor Screen" as initial function: Off*
  - *Set "Device" as the default for "System Monitor": On*

### *1* Call up the desired screen as follows:

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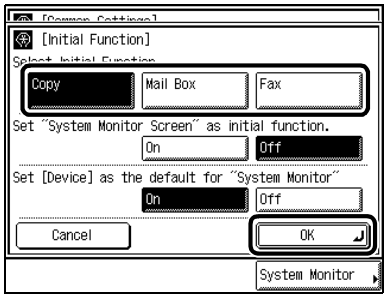
## 2 Select “Copy,” “Mail Box,” or “Fax,” and press “OK.”




“Fax” can only be selected when the FAX Board is attached.

When main power is turned on or after Auto Clear:

- If you select “Copy”: The Copy Basic Features screen appears.
- If you select “Mail Box”: The Box selection screen appears.
- If you select “Fax”: The Fax Basic Features screen appears.

● **When using the System Monitor screen as the initial screen:**

Select “On,” and press “OK.”

The System Monitor screen is displayed when the main power is turned on, or after Auto Clear.

NOTE

- *When you do not want to set the Device screen as the default of the System Monitor screen, press “Off,” and press “OK.” When you select “Off,” the Copy screen is set as the default of the System Monitor screen.*

## 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Selecting the Default Display After Auto Clear

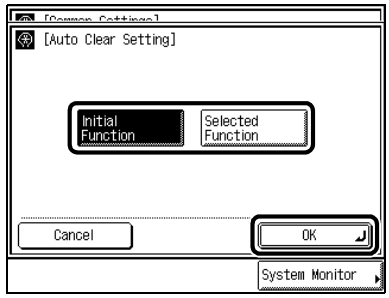
You can select which screen to display after Auto Clear has taken place.

NOTE

- *The duration for Auto Clear can be set. (See "Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations," on p. 3-37.)*
- *The default setting is "Initial Function."*

## 1 Call up the desired screen as follows:

## 2 Select the "Initial Function" or "Selected Function," and press "OK."




To display the screen set under Initial Function after Auto Clear is performed, press "Initial Function." For example, if Copy is set under Initial Function and Auto Clear is performed after setting the Mail Box function, the display returns to the Copy Basic Features screen.

To display the screen before Auto Clear was performed, press "Select Function." For example, if Copy is set under Initial Function and Auto Clear is performed after setting the Mail Box function, the display returns to the Mail Box Selection screen.

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

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# Setting Entry Tone, Error Tone, and Job Done Tone

You can select whether or not to sound audible tones. The following tones sound at the following times:

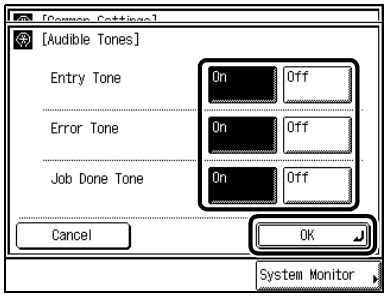
- Entry Tone: When pressing keys on the control panel or keys on the touch panel display.
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error).
- Job Done Tone: After the last copy has been made (e.g., outputting, stapling, or faxing is completed) .

NOTE

- *The default setting is "On" for all tones.*

## 1 Call up the desired screen as follows:

## 2 Select "On" or "Off" for Entry Tone, Error Tone, and Job Done Tone, and press "OK."




## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Setting Inch Input

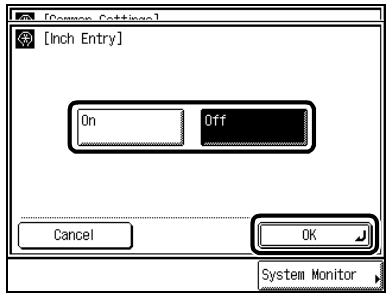
You can display the key for entering values in inches in the numeric entry screens.

NOTE

- *The default setting is "Off."*

## 1 Call up the desired screen as follows:

## 2 Select "On" or "Off," and press "OK."




## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Setting a Paper Drawer for Auto Paper Selection/ Auto Drawer Switching

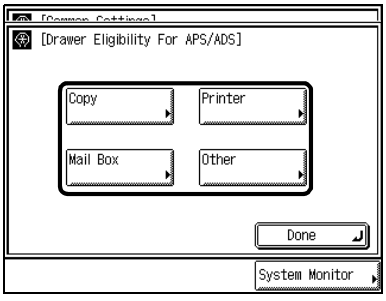
You can set the paper drawers to be used for Automatic Paper Selection and Auto Drawer Switching. This setting can be made independently for Copy, Mail Box, and other functions. This function is useful when different paper drawers are to be used for different purposes.

NOTE

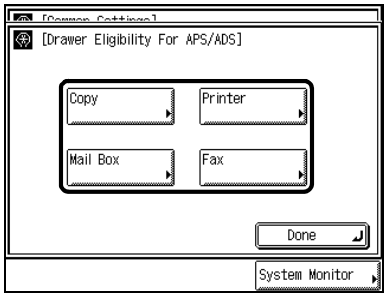
- *Paper drawers set to "On" are used for the following functions:*
  - *Auto Paper Selection (APS): The machine automatically selects the appropriate paper size (paper drawer) for the size of the original and the set ratio (when making a copy), or of the image (when receiving a fax).*
  - *Auto Drawer Switching (ADS): If a paper drawer runs out of paper during a continuous printing job, the machine automatically selects another paper drawer with the same paper size and begins feeding paper from that paper drawer.*
- *The default settings are "Off" for the stack bypass and "On" for the paper drawers (1 to 4).*

## 1 Call up the desired screen as follows:

## 2 Select "Copy," "Mail Box," "Printer," or "Other ("Fax")."




**When only the Printer Kit is attached**




**When the Printer Kit and the FAX Board are attached**

"Printer" can only be set when the Printer Kit is attached.

"Other" is displayed when the FAX Board is not attached, and sets the paper drawers to be used for report printing.

"Fax" can only be set when the FAX Board is attached. And, when the FAX Board is attached, set the paper drawers to be used for report by pressing "Fax."





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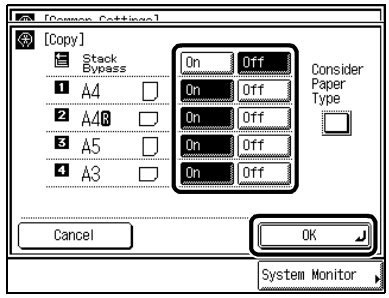
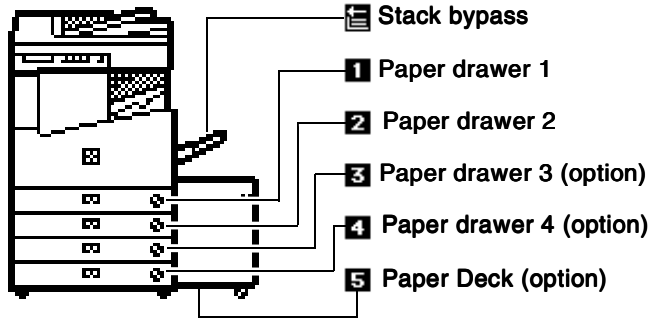
## 3 Select "On" or "Off" for the stack bypass and each paper drawer, and press "OK."



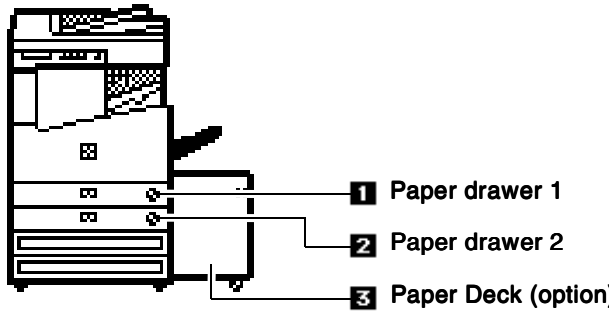

To make the paper drawer eligible for APS/ADS, press "On."

To make the paper drawer ineligible for APS/ADS, press "Off."

The number of each paper drawer indicates the following locations:




**When the Cassette Feeding Unit-W1 and the Paper Deck-L1 are attached**




**The Pedestal and the Paper Deck-L1 are attached**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NOTE

- *When you select "Copy," you can specify whether or not to set priority to paper type.*
  - *When you set "Consider Paper Type" to "On," paper will not be fed even when paper runs out during printing, unless other loaded paper matches the size and type. For details of stored paper types, see 'Identifying the Type of Paper in a Paper Drawer,' on p. 3-15.*
  - *When you set "Consider Paper Type" to "Off," paper will be fed from another paper drawer when paper runs out during printing, if the same paper size is loaded in that paper drawer.*
- *When you select "Printer," the Stack bypass icon is not displayed.*

### 4 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

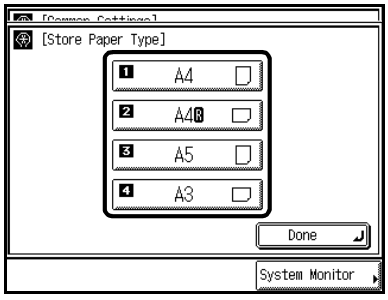


## Identifying the Type of Paper in a Paper Drawer

You can specify the paper type loaded in each paper drawer.

### 1 Call up the desired screen as follows:

### 2 Select the paper drawer for which you want to store the paper type.




The number of each paper drawer indicates the following locations:



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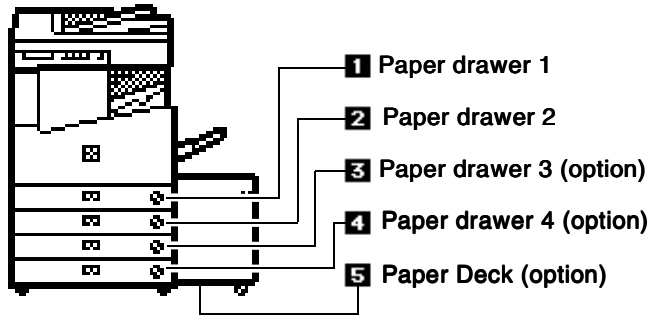
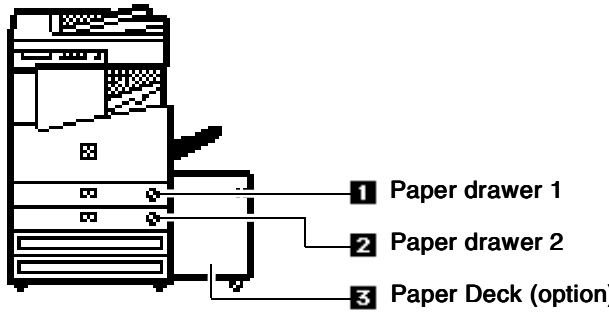
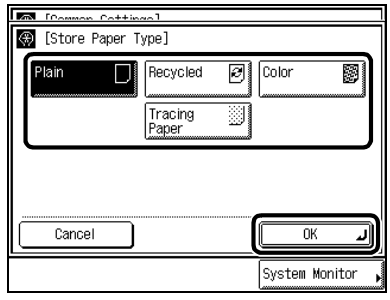



**When the Cassette Feeding Unit-W1 and the Paper Deck-L1 are attached.**




**The Pedestal and the Paper Deck-L1 are attached.**

### *3* Select the paper type loaded in the paper drawer, and press "OK."




Load the same type of paper as set in each paper drawer.

NOTE

- *For details of paper types, see 'Available Paper Stock,' on p. 1-61.*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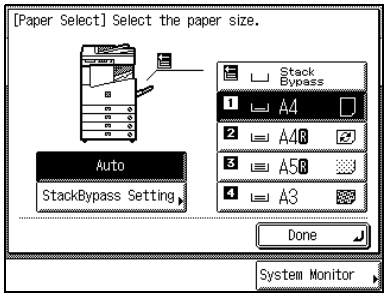
## 4 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

NOTE

- *The paper types stored here are displayed when selecting paper in each mode, as shown below.*





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# Setting the Functions Keys as Keys to Reactivate the Machine

You can set (Copy), (Fax), (Mail Box), and (System) as the keys to reactivate the machine from the Sleep mode.

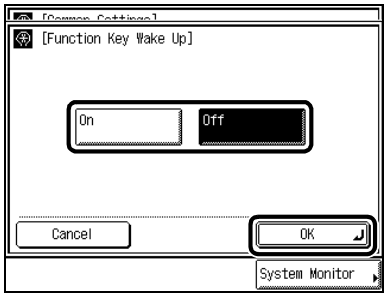
NOTE

- *The default setting is "Off."*



## 1 Call up the desired screen as follows:

## 2 Select "On" or "Off," and press "OK."




## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features Screen.



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# Setting the Energy Consumption in the Sleep Mode

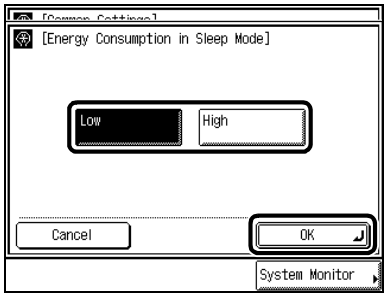
You can set the amount of energy consumed when the machine is in the Sleep mode.

NOTE

- *In the following cases, the energy consumption when the machine enters the Sleep mode is "High" regardless of this setting. For details such as setting each function, see the Facsimile Guide, the Network Guide, or the Printer Guide.*
  - *"Function Keys": On*
  - *"TCP/IP Settings"→"IP Address Settings"→"Enable DHCP": On*
  - *"NetWare Settings": On*
  - *"Apple Talk Settings": On*
  - *When the time is specified, or when a transmission job is reserved, with the FAX Board attached*
- *The default setting is "Low"*

## 1 Call up the desired screen as follows:

## 2 Select "Low" or "High," and press "OK."




## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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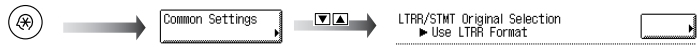
# Distinguishing LTRR-size and STMT-size Originals

You can designate the way the machine handles LTRR-size or STMT-size originals placed on the platen glass.

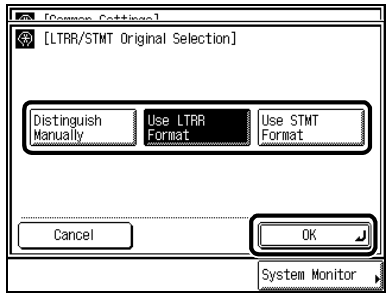
NOTE

- *The default setting is "Use LTRR Format."*

## 1 Call up the desired screen as follows:




## 2 Select "Distinguish Manually," "Use LTRR Format," or "Use STMT Format," and press "OK."




When you place an LTRR or STMT-size original on the platen glass:

- If you select "Distinguish Manually": A screen allowing you to select the original size appears when scanning.
- If you select "Use LTRR Format": The machine detects the original as LTRR-size.
- If you select "Use STMT Format": The machine detects the original as STMT-size.

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Setting a Dedicated Tray for Each Function

You can select the function for which each output tray of the Saddle Finisher-G1 (option) or the Inner 2way Tray-A1 (option) is to be used.

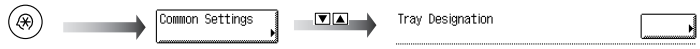
IMPORTANT

- *This function can only be set when the Inner 2way Tray-A1 is attached.*
- *"Fax" is displayed only when the FAX Board (option) is attached.*

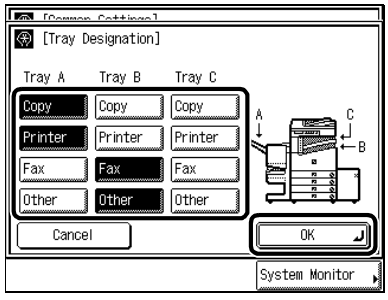
NOTE

- *It is possible to assign a single tray to multiple functions.*
- *The default settings are as follows:*
  - *Tray A: Copy, Printer*
  - *Tray B: Fax, Other*
  - *Tray C: No designation*

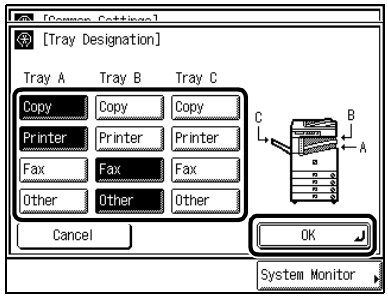
## 1 Call up the desired screen as follows:




## 2 Select the functions of dedicated output trays A, B, and C, and press "OK."




**When the Saddle Finisher-G1 is attached**




**When the Inner 2way Tray-A1 is attached**

"Fax" is displayed when the Fax board is attached.

IMPORTANT

- *When the paper reaches the stacking limit of the tray while Trays A, B, and C are set as the designated tray for a certain function, the machine automatically changes the output tray to another available tray.*





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NOTE

- *Prints of the Mail Box and Report modes are output as "Other."*
- *In the case that the Saddle Finisher-G1 is not attached, Tray C can only be assigned to a single function, which no other tray is assigned to.*
- *When the Saddle Finisher-G1 is attached, the print is output to Tray B, regardless of the dedicated tray setting if transparency, envelope, heavyweight paper, tracing paper, or free size paper is selected.*
- *When the Saddle Finisher -G1 is attached, the print is output to Tray A regardless of the dedicated tray setting if the Staple mode is set.*
- *When the Inner 2way Tray-A1 is attached, the print is output to Tray A regardless of the dedicated tray setting, if Transparency, Envelope, Heavyweight paper, Tracing paper, or Free size paper is selected.*



### 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

## Setting the Printing Priority

You can set the printing priority. A job that is set to a high priority is printed preferentially after the job currently being processed.

NOTE

- *Priority printing will not take place even when you set the highest priority, until the current job is completed. However, if the current job is paused, printing of the job from a function with higher priority may start, depending on the settings.*
- *The default settings are as follows:*
  - *Copy: 1 (Priority)*
  - *Printer: 2*
  - *Other: 3 (1, 2, and 3 indicate priority sequence.)*

### 1 Call up the desired screen as follows:

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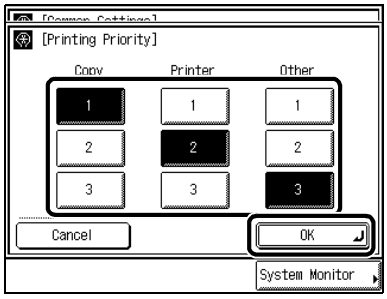
## 2 Select the printing priority, and press "OK."




Setting "1" sets the highest printing priority.

You can select "Printer" only when the Printer Kit is attached.

Prints of the Mail Box, Fax, and Report functions are output as "Other."

NOTE

- *When the same printing priority has been specified for multiple functions, printing starts from whichever of the functions is set to print first.*

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

# Registering the Envelope Feeder Attachment

You can use the paper drawer 1 as an envelope cassette, if you attach the Envelope Feeder Attachment and set the size switch and the paper size dial. The envelope cassette can hold the following six types of envelopes: COM10/ISO-B5/Monarch/ISO-C5/DL/Yougata 4.

This section describes how to specify the type of envelopes and which cassette they are to be loaded in.

IMPORTANT

- *When the Envelope Feeder Attachment (option) is not attached, this procedure is not necessary.*

NOTE

- *The default settings are as follows:*
  - *ENV.1: COM 10*
  - *ENV.2: COM 10*





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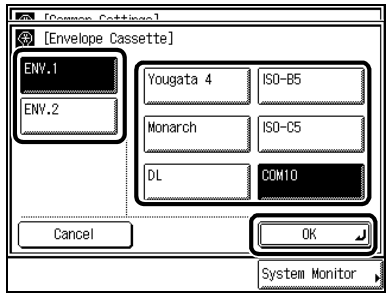
## 1 Call up the desired screen as follows:

## 2 Press “ENV. 1” or “ENV. 2” → select the type of envelope → press “OK.”




NOTE

- *For the size switch set in Envelope Cassette select the same type as the envelope.*

## 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.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# Setting the Standard Paper for the Stack Bypass

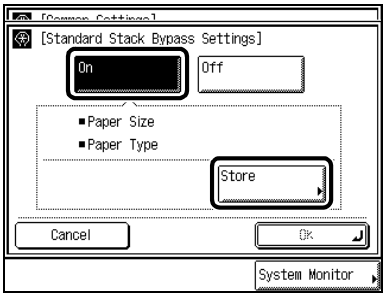
If you specify the default settings of the Stack Bypass beforehand, you can use it identically to the paper drawers and the paper deck. This setting is useful if you always set paper of the same size and type.

NOTE

- *When using the stack bypass as a paper source for the Copy, Mail Box, and Fax functions, you must select the stack bypass as the Auto Paper Drawer Selection.*
- *The default setting is "Off."*

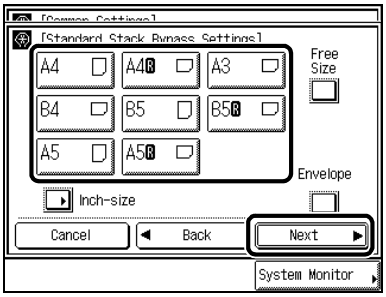
## 1 Call up the desired screen as follows:

## 2 Select "On," and press "Store."




If you select "Off," proceed to step 5.

## 3 Select the paper size, and press "Next."





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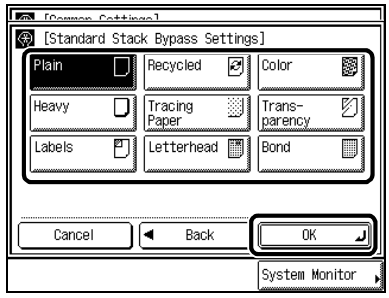
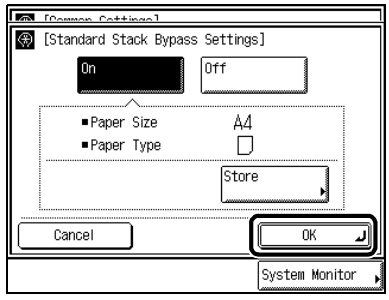
NOTE

- *To select inch size paper, press "Inch-size."*
- *To select free size paper, press "Free Size."*
- *To select envelope, press "Envelope" and select the type of envelope. Then press "OK" → "OK," and proceed to step 5.*

## 4 Select the paper type, and press "OK."




## 5 Press "OK."




## 6 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.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# Setting a Standard Mode for Local Printing

When you want to print documents in the Mail Box without changing the original settings set when they were scanned, or when you want to print documents in the Mail Box sent from a personal computer after changing the print settings, you can print using the Local Print Standard settings set in this section. It also prints with the standard Local Print settings when you merge multiple documents.

NOTE

- *The default settings are as follows: (*indicates factory default setting.)*

- Paper Select (Paper source): Auto*
- Copies: 1*
- Finisher
  - With the Finisher-J1:
  - Do not Collate/Collate/Offset Collate*/Group/Offset Group/Staple (Corner)
  - With the Saddle Finisher G1+Inner 2way Tray-A1:
  - Do not Collate/Collate*/Offset Collate/Group/Offset Group/Staple (Corner, Double)
  - With the Inner 2way Tray-A1

    Do not Collate/Collate*/Rotate Collate/Group/Rotate Group
  - With the Saddle Finisher-G1 and Puncher Unit-J1/G1:

    Do not Collate/Collate*/Offset Collate/Group/Offset Group/Staple (Corner, Double)/Hole Punch
  - With no Finisher:

    Do not Collate/Collate*/Rotate Collate/Group/Rotate Group
- Two-sided Print (On/Off*)
- Erase Document After Printing (On/Off*)
- Merge Documents (On/Off*)

## 1 Call up the desired screen as follows:

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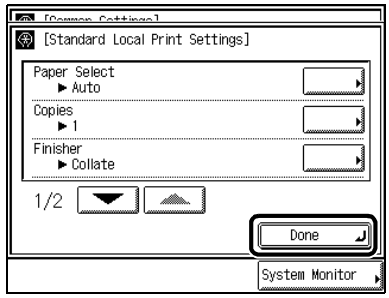
## 2 Set each mode, and press “Done.”




Paper Select: Select the paper source.

Copies: Set the number of copies from 1 set to 2,000 sets.

Finisher: Set the type of collating.

Two-sided Print: Set whether or not to perform two-sided printing.

Erase Document After Printing: Set whether or not to erase a document after printing.

Merge Documents: Set whether or not to merge documents when you select multiple documents.

## 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

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# Changing the Language Displayed on the Touch Panel Display

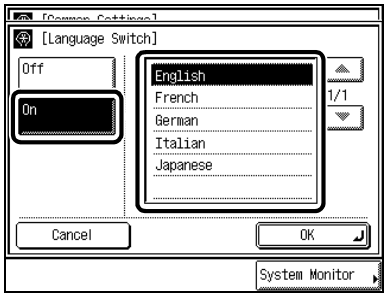
You can select the language displayed on the touch panel display.

NOTE

- *When Language Switch is set to "On," some characters will be restricted and not be able to be entered. To enable all characters to be entered, set to "Off."*
- *Even when Language Switch is set to "On," there are some languages which cannot be displayed.*
- *The default setting is "Off."*

## 1 Call up the desired screen as follows:

## 2 Press "On," and select the desired language.




Press "▼" or "▲" to display the desired the language.

If you do not want to change the panel language, press "Cancel."

## 3 Press "OK."

The display returns to the Basic Features screen, and the panel language changes.





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# Reversing the Display

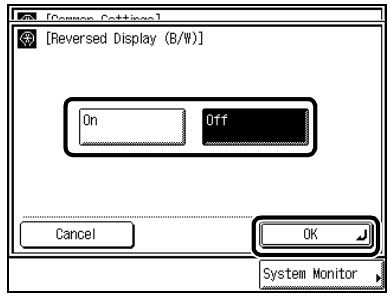
This function enables you to reverse the use of black and white on the touch panel display. If you are finding it hard to make out what is being shown on the display, using this function may make things clearer.

NOTE

- *The default setting is 'OFF'.*

## 1 Call up the desired screen as follows:

## 2 Select "ON" or "OFF", then press "OK".




## 3 Press "Done".

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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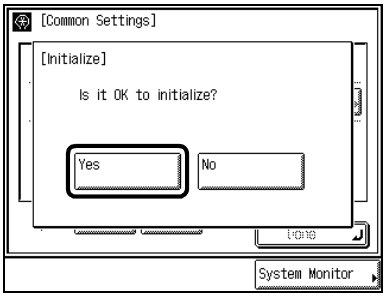
# Returning the Common Settings to Their Defaults

With this function you can return the common settings to their defaults (initial settings).

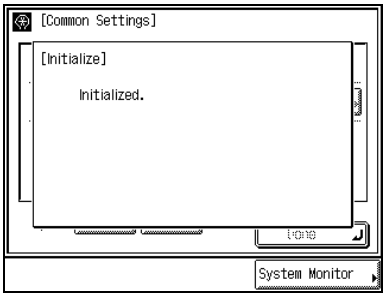
## 1 Call up the desired screen as follows:

## 2 Select "Yes."




To cancel initialisation, select "No."

The screen shown below is displayed for about two seconds.




## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Setting the Timer (Timer Settings)

You can set the current date and time, and specify the time taken for the machine to enter the Sleep mode.

NOTE

- *The Timer Settings screen is made up of several screens. Use "▼" or "▲" to scroll to the desired screen and make the required settings.*
- *When "▼" or "▲" should be pressed, the indication* *is displayed in this manual.*



## Setting the Current Date and Time

You can set the current date and time. The date and time set here is also used as the time setting when required for functions.

- GMT : The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone : The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time : In some countries, time is advanced throughout the summer season. The period in which this is applied is called <daylight saving time>.

### 1 Call up the desired screen as follows:

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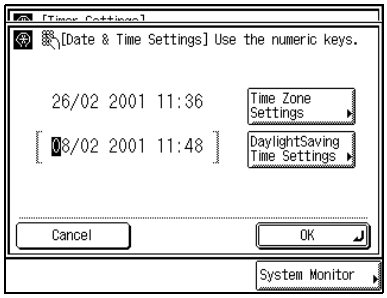
## 2 Enter the current date (day, month, year) and time with 0 - 9 (numeric keys).




Enter the date, and the time in 24-hour clock as four digits without a space.

Enter all four digits for the year ranging from 2000 to 2038.

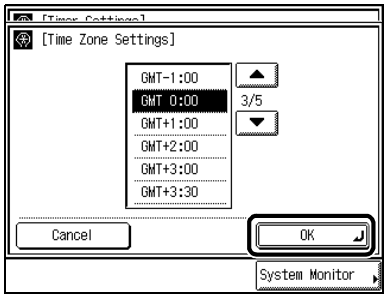
Examples: MAY 6. → 0605
7:05 a.m. → 0705
11:18 p.m. → 2318

NOTE

- *If you make a mistake when entering values, press C , and enter the values again.*

### ● When setting the Time Zone Settings:

Press “Time Zone Settings,” and select the time zone where the machine is located, and press “OK.”




NOTE

- *The default setting is “GMT 0:00.”*
  *Press “▼” or “▲” to scroll the list.*





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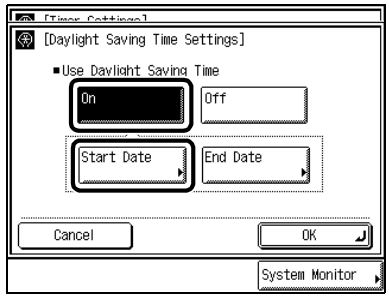
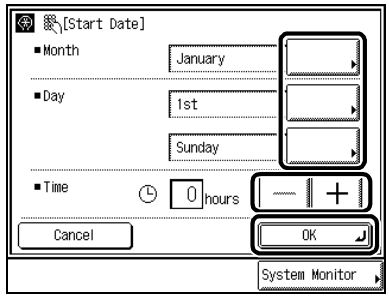
- **When setting the Daylight Saving Time Settings:**

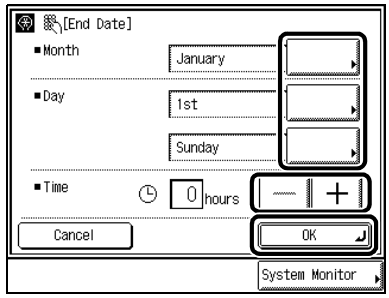
Press “Daylight Saving Time Settings” → press “On” → press “Start Date.”




Select “Month” → “Day” to specify each of them.
Enter the time using “–” and “+,” and press “OK.”




Press “End Date” and make the settings in the same way as the above.




NOTE

- *When you make the Daylight Saving Time settings, the machine automatically sets the standard time of the machine one-hour forward at the specified date and time.*
- *The default setting is “On.”*
- *You can also set the time with (0) - (9) (numeric keys).*
- *The time can be set from 0 to 23 (in one-hour increments).*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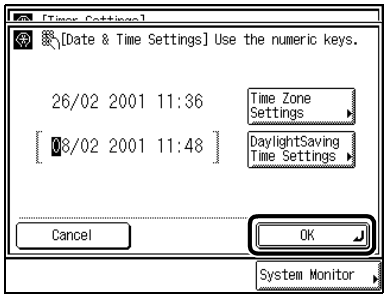
### 3 Press "OK."




### 4 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

## Setting the Time Taken to Initiate Auto Sleep After Finishing Operations

If the machine is not operated (no keys are pressed) for a certain period of time, the control panel power switch automatically switches OFF to save power. The machine then enters the Sleep mode.

NOTE

- *The default setting is "2 minutes."*

### 1 Call up the desired screen as follows:

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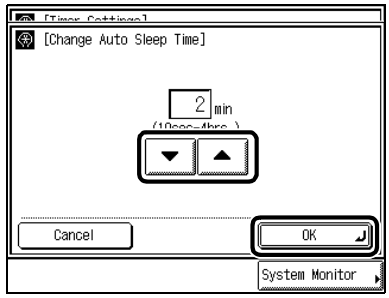
## 2 Enter the desired Auto Sleep Time with "▼" or "▲," and press "OK."




The Auto Sleep Time settings are 10 seconds, 1, 2, 10, 15, 20, 30, 40, 50 minutes, 1 hour, 90 minutes, 2, 3, and 4 hours.

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

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# Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations

If the machine is not operated (no keys are pressed) for a certain period of time, the display returns to the Basic Features screen (standard setting) of the selected function.

This period of time is called “Auto Clear Time.” Auto Clear Time can be set from 1 to 9 minutes in one-minute increments, and can also be set to “Off.”

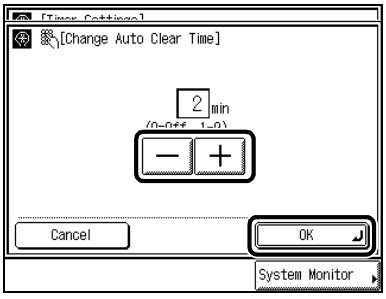
NOTE

- *The default setting is “2 minutes.”*
- *When “0” is selected, the Auto Clear function is not set.*



## 1 Call up the desired screen as follows:

## 2 Enter the desired time period using “–” or “+,” and press “OK.”




The Auto Clear Time settings are from 0 to 9 minutes (in one-minute increments).

You can also enter values using ⓪-⑨ (numeric keys).

## 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.



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# Setting the Time Taken for the Unit to Quiet Down After the Last Task

This machine enters the Quiet mode after a specified amount of time has elapsed following a print job or after a key has been pressed. On this screen you can specify the amount of time that must be taken before entering the Quiet mode.

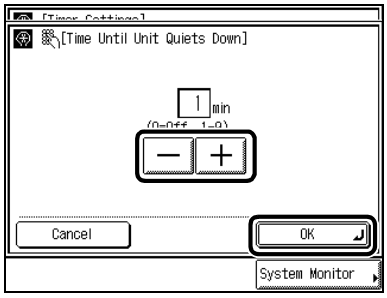
NOTE

- *The default setting is "1 minute."*



## 1 Call up the desired screen as follows:

## 2 Enter the desired time period with "–" or "+," and press "OK."




The Time Until Unit Quiets Down settings are from 0 to 9 minutes (in one-minute increments).

You can also enter values using ⓪ - ⑨ (numeric keys).

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.



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# Setting the Time that the Unit's Power Turns Off on Different Days of the Week

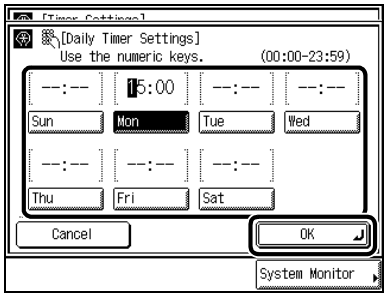
You can set the time that the machine automatically turns off for each day of the week.

NOTE

- *Setting range: Daily from Sunday to Saturday, 00:00 to 23:59 in one-minute increments*
- *When Auto Clear Time and Daily Timer are both set, Auto Clear Time has priority.*
- *The default setting is "No setting."*

## 1 Call up the desired screen as follows:

## 2 Select the day of the week → enter the time with 0 - 9 (numeric keys) → press "OK."




Enter the time in 24-hour clock as four digits without a space.

Examples: 7:05 a.m.→ 0705
11:18 p.m.→ 2318

If you make a mistake when entering the time, choose the day of the week again, and enter the four-digit number.

If you do not want to specify the time, press C .

## 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Adjusting the Machine (Adjustment/Cleaning)

You can perform a fine adjustment of the print image and the saddle stitch position.

NOTE

- *The Adjustment/Cleaning screen is made up of several screens. Use "▼" or "▲" to scroll to the desired screen and make the required settings.*
- *When "▼" or "▲" should be pressed, the indication* *is displayed in this manual.*

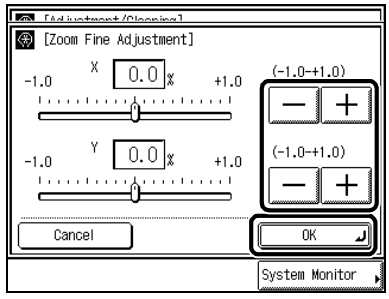


## Fine-adjusting the Zoom When Differences in Original Image and Print Image Occur

When you print a copy or a document in a mail box, and a slight difference occurs between the size of the original image and the size of the print image, you can perform a fine adjustment with this function to reduce this print image error.

### 1 Call up the desired screen as follows:

### 2 Press "–" or "+" to adjust the percentage (%), and press "OK."




The adjustment range for both the X (left-right direction) and the Y (up-down direction) is from –1.0% to +1.0% in 0.1% increments.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### 3 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

## Changing the Saddle Stitch Position

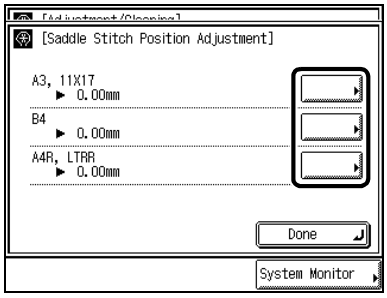
When the Saddle Finisher-G1 is attached, slight position differences in the saddle stitch position may occur. With this function you can compensate for such differences.

IMPORTANT

- *This function can only be set when the Saddle Finisher-G1 is attached.*

### 1 Call up the desired screen as follows:

### 2 Select the paper size for which you want to change the saddle stitch position.




NOTE

- *Some of the paper sizes displayed may not be available in certain countries.*





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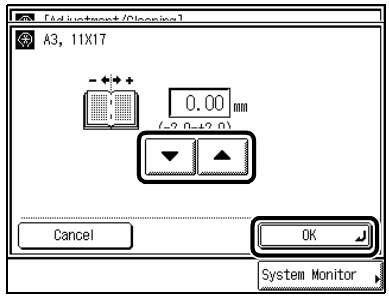
### 3 Use "▼" or "▲" to adjust the saddle stitch position, and press "OK."




The setting range is from –2.0mm to +2.0mm, in 0.25mm increments.

### 4 Press "Done."

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

## Adjusting the Standard Exposure

Adjusts the exposure adjustment scale to calibrate differences in exposure. Perform this adjustment if differences between the image in the original and the print occur with the exposure scale set in the middle.

NOTE

- *The default setting is in the middle on a scale of 1 to 9.*

### 1 Call up the desired screen as follows:

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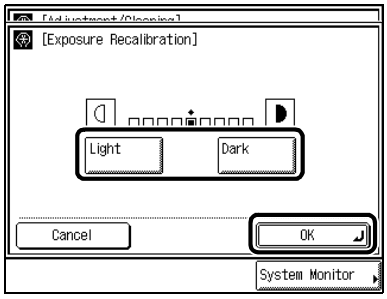
**2** **Press “Light” or “Dark” to adjust the exposure, and press “OK.”**




**3** **Press “Done.”**

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.



# Setting Staple/Offset to ON/OFF

If the service call message containing an error code shown below appears, be sure to turn the main power switch ON again. After that, if the same message appears when paper is output, contact your service representative. Follow the procedure shown below if the service representative asks you to set Staple/Offset to ON/OFF.

- E000500-000
- E000514-000
- E000530-000
- E000531-000
- E000577-000
- E000580-000
- E000585-000

NOTE

- *This setting is available only when Finisher-J1 is attached.*
- *The default setting is “On”*

**1** **Call up the desired screen as follows:**

(Additional Functions) → Adjustment/ Cleaning → Staple/Offset Function ▶ On



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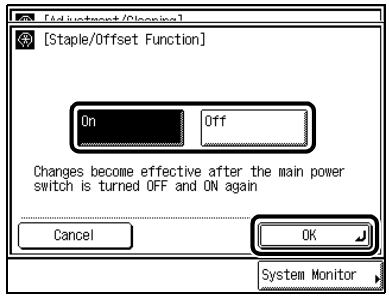
## 2 Select “On” or “Off,”and press “OK.”




To disable Staple/Offset, press “Off.”

To enable Staple/Offset, press “On.”

## 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.

## 4 Turn the main power switch off. Allow at least 3 seconds, before turning the main power switch back on.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# Printing Reports (Report Settings)

You can print the contents of the fax, network, and the printer settings. These reports are useful when you check the current settings.

NOTE

- *"Report Settings" is displayed only when any of Network Interface Adapter, Printer Kit and FAX Board is attached.*



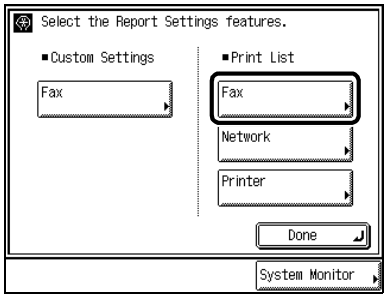
## Printing the Contents of the Fax Settings

You can print the lists of the Address Book List 1 and 2, the Group Destination List, and the User's Data. The following is an example of printing a list of the Address Book List 1.

### 1 Call up the desired screen as follows:

(Additional Functions) → Report Settings

### 2 Press "Fax" under <Print List>.




"Network" is displayed only when the Network Interface Adapter is attached.

"Printer" is displayed only when the Printer Kit is attached.



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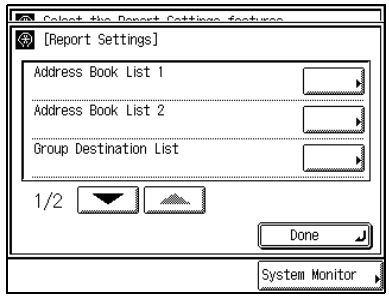
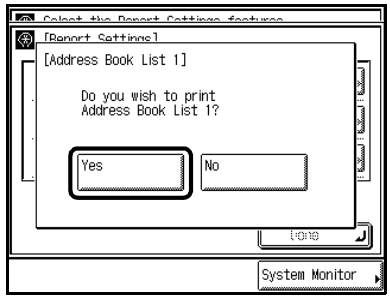
## 3 Press “Address Book List 1.”

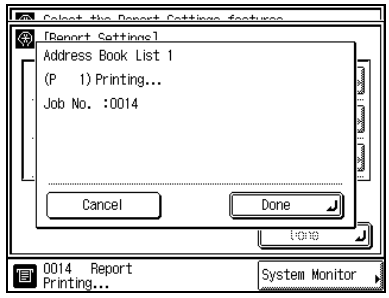



## 4 Press “Yes.”




If you do not want to print, press “No.”

The screen below appears, and printing starts.




When printing is completed, <Print Completed> appears.

To close the screen while printing, press “Done.”

NOTE

- *To cancel printing, press “Cancel.”*



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### 5 Press “Done.”

Repeat this procedure.

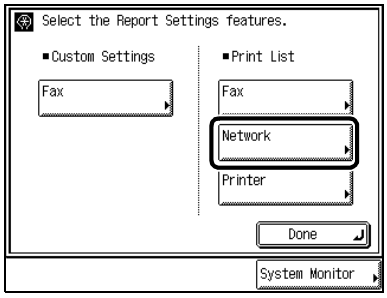
The specified mode is set and the display returns to the Basic Features screen.

## Printing the User’s Data List in the Network Settings

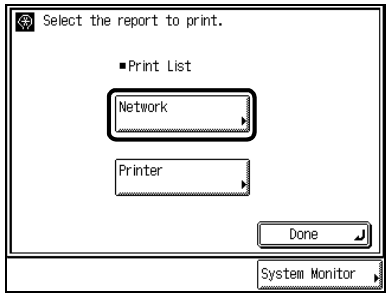
You can print the user’s data list in the Network Settings when the Network Interface Adapter is attached.

### 1 Call up the desired screen as follows:

### 2 Press “Network” under <Print List>.




**When the FAX Board, Network Interface Adapter, and Printer Kit are attached**




**When the Network Interface Adapter and Printer Kit are attached**

When both the Fax Board and Printer Kit are not attached, and the Network Interface Adapter is attached, this procedure is not necessary.





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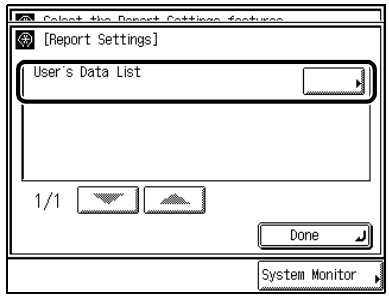
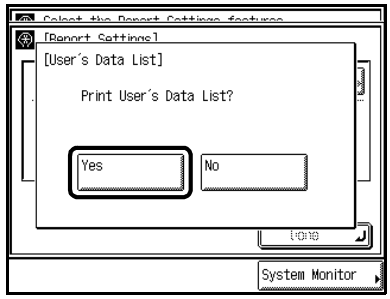
## 3 Press “User’s Data List.”

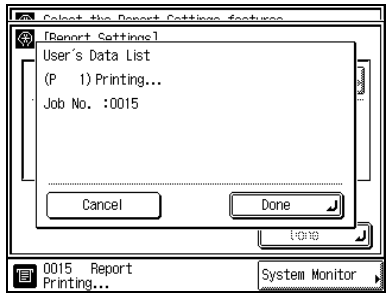



## 4 Press “Yes.”




If you do not want to print, press “No.”

The screen below appears, and printing starts.




When printing is completed, <Print Completed> appears.

To close the screen while printing, press “Done.”

NOTE

- *To cancel printing, press “Cancel.”*



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## 5 Press “Done.”

Repeat this procedure.

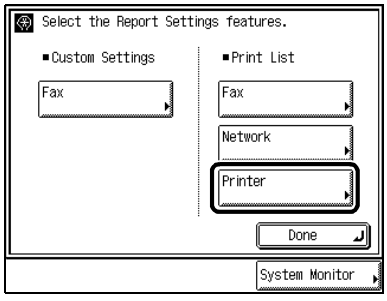
The specified mode is set and the display returns to the Basic Features screen.

# Printing the Contents of the Printer Settings

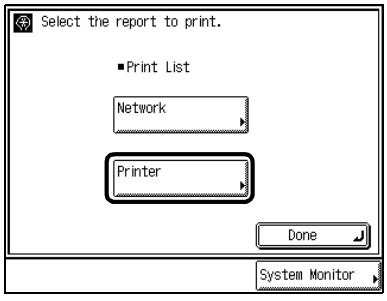
When the Printer Kit is attached, you can print the contents of the printer setting.

## 1 Call up the desired screen as follows:

## 2 Press “Printer” under <Print List>.

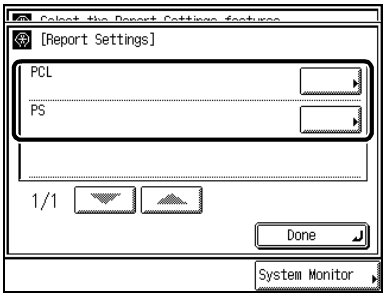



**When the FAX Board, Network Interface Adapter, and Printer Kit are attached**




**When the Network Interface Adapter and Printer Kit are attached**

## 3 Select the type of report you want to print.





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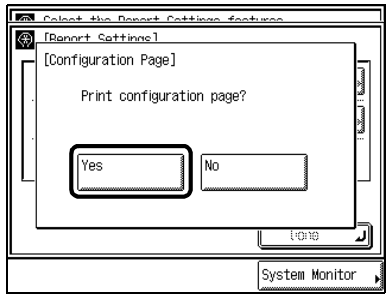
## 4 Press “Yes.”




If you do not want to print, press “No.”

When printing is completed, the screen returns to step 3.

## 5 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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# Setting Specifications of System Manager Settings (System Manager Settings)

You can set a password for the system manager. Once the System Manager ID/Password is set, restrictions can be placed on storing or changing the System Settings.

IMPORTANT

- *Attaching the Card Reader-C1 erases the System Manager ID and Password already stored.*

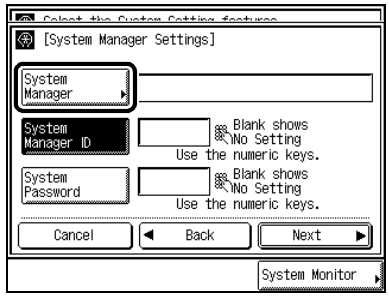
NOTE

- *When the Card Reader-C1 is attached, the number of 1 to 300 cannot be stored for the System Manager ID.*
- *For details on how to enter the characters, see 'Entering Characters from the Touch Panel Display,' on p. 1-32.*
- *The maximum number of characters you can assign for a name, contact, and comment is 32, and for an e-mail address is 64.*
- *The maximum number of digits you can store for the System Manager ID and Password is seven. If you store either with less than seven digits, the machine stores them with leading zeroes, as follows:*
  - *Example: When <321> is entered → <0000321> is stored.*

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing "System Settings." Then, press (ID) .

## 2 Press "System Manager," and enter the name of the system manager.





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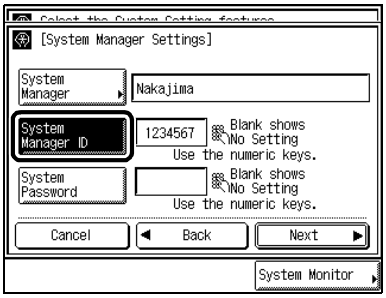
## 3 Press “System Manager ID,” and enter a number of up to seven digits with (0) - (9) (numeric keys) for the new System Manager ID.



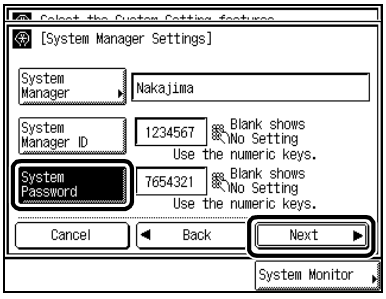

You must enter the System Manager ID.

You cannot store a System Manager ID with only the number <0>, such as <0000000>.

NOTE

- *You can delete the number you entered by pressing (C) .*

## 4 Press “System Password” → use (0) - (9) (numeric keys) to enter a number of up to seven digits for the new System Password → press “Next.”




You cannot store a System Settings Password with only the number <0>, such as <0000000>.

Press “Next” even when not setting a System Password.

NOTE

- *You can delete the number you entered by pressing (C) .*





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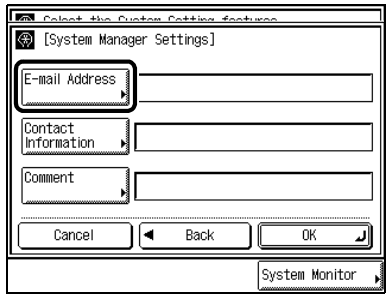
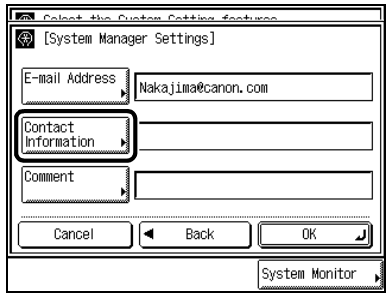
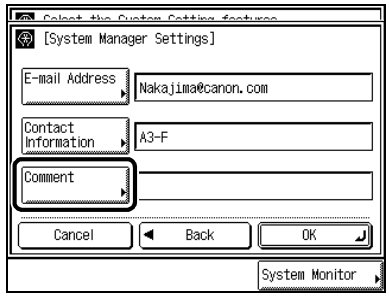
**5** **Press "E-mail Address," and enter an e-mail address for the system manager.**




**6** **Press "Contact Information," and enter where to contact the system manager.**




**7** **Press "Comment," and enter any comment for the system manager.**





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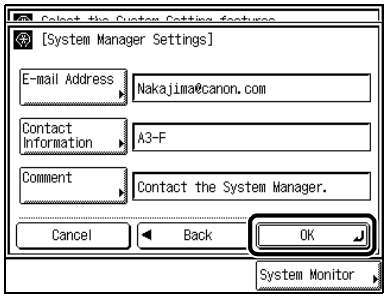
## 8 Once you have completed all settings, press “OK.”




## 9 Press “Done.”

Repeat this procedure.

The display returns to the Basic Features screen.





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# Setting the Department ID Management

By storing a Department ID and Password for each department, you can set the machine so that its functions can be used only after the correct password has been entered. This is called "Department ID Management." Department IDs and Passwords for up to 300 departments can be stored. This function allows you to check the print totals for each department, for management purposes.

With Department ID Management, the following operations can be performed:

- Specifying whether or not to use Department ID Management
- Storing the Department ID and the Password
- Setting Function Restrictions
- Setting the Impression Limit for each department.

IMPORTANT

- *This function switches to Card ID Management when the Control Card (option) is attached. Card ID Management automatically manages the ID according to department. (See 'Card Reader-C1,' on p. 7-79.)*

NOTE

- *The maximum number of digits you can store for the Department ID and Password is seven. If you store either with less than seven digits, the machine stores them with leading zeroes, as follows:*
  - *Example: When <321> is entered → <0000321> is stored*
- *The default setting is "Off."*

## Storing the Department ID and Password, and Impression Limit

### 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing "System Settings." Then, press ID.





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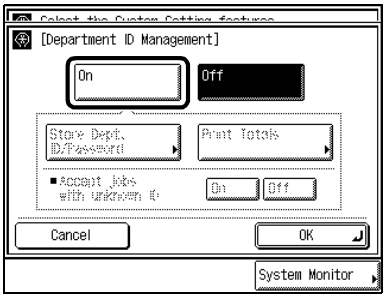
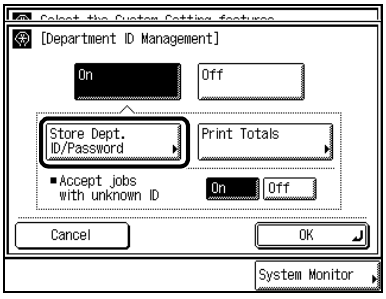
## 2 Press “On.”




If you do not want to store a password, proceed to step 3.

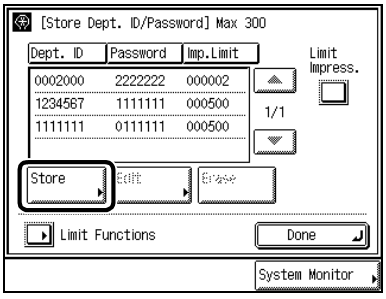
## 3 Press “Store Dept. ID/Password.”




NOTE

- *For details concerning print totals, see ‘Checking and Printing Counter Information,’ on p. 4-16.*

## 4 Press “Store.”





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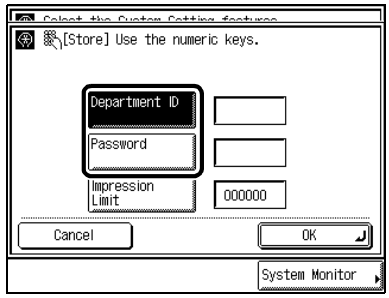
## 5 Press “Department ID” → enter the Department ID with 0 - 9 (numeric keys) → press “Password” → enter the password in the same way.

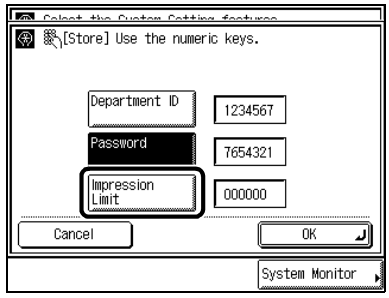



You cannot store a Department ID with only the number <0>, such as <0000000>.

NOTE

- *When a password is not stored, you can use this machine by entering only the Department ID.*

## 6 Press “Impression Limit,” and enter the desired value with 0 - 9 (numeric keys).




NOTE

- *The number you can set for Impression Limit is from 0 to 999999. Once the Impression Limit is set, you cannot exceed the number entered.*
- *A two-sided print is counted as <2>.*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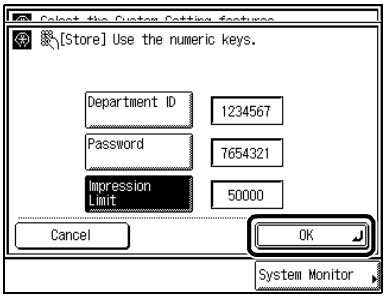
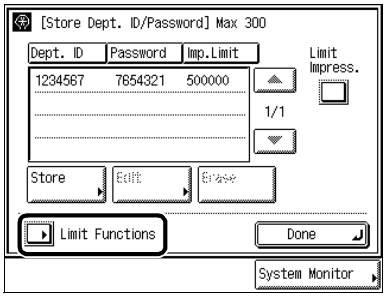
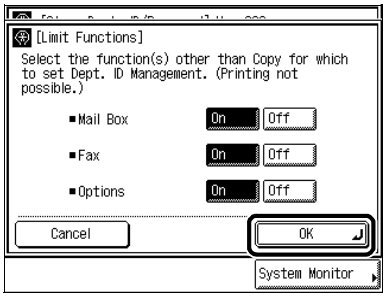
## 7 Press “OK.”




## 8 Press “Limit Functions.”




## 9 Select functions to which to apply Department ID Management other than Copy, and press “OK.”




Department ID Management is not applied to the functions set to “Off.”





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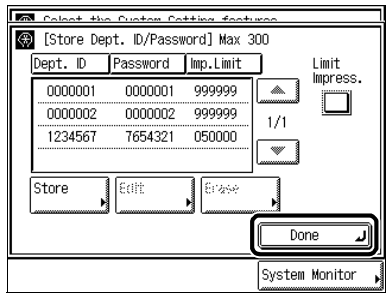
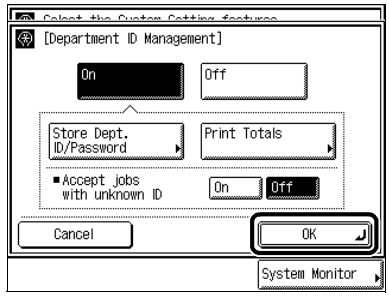
## 10 Set the Impression Limit, and press “Done.”




To make the “Impression Limit” set in the step 6 effective, press “Limit Impress.”

“Limit Impress.” cannot be selected for a particular department.

## 11 Press “OK.”




NOTE

- *When you select “On,” Department ID Management is enabled. (See ‘Entering the Department ID and Password,’ on p. 1-37.)*





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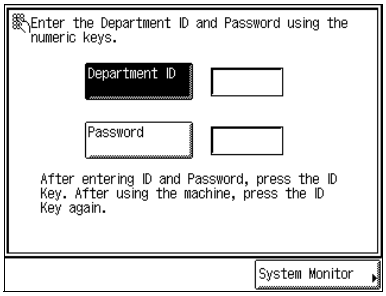
## 12 Press “Done.”

Repeat this procedure.

The screen below appears.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see ‘Entering the Department ID and Password,’ on p. 1-37.*



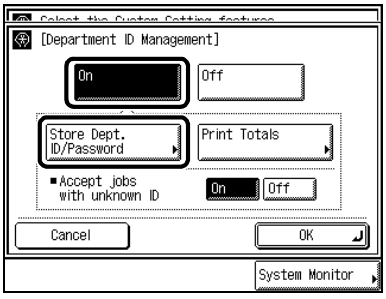
# Changing the Password and Impression Limit

The following instructions describe how to change the Password and Impression Limit you have stored.

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) (ID).

## 2 Press “On,” and press “Store Dept. ID/Password.”



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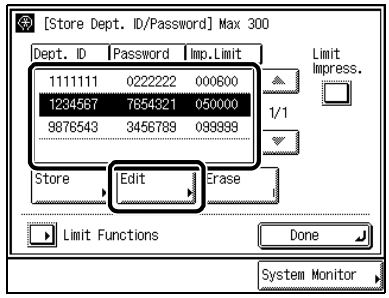
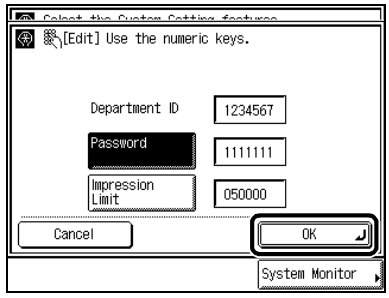
## 3 Use "▼" and "▲" to display the Password you want to change → select the Password → press "Edit."




## 4 Enter the Password with ⓪ - ⑨ (numeric keys), and press "OK."

To change Impression Limit, press "Impression Limit," and enter the desired value using ⓪ - ⑨ (numeric keys). Then press "OK."




You cannot store a password with only the number <0>, such as <0000000>.

NOTE

- *The number you can set for Impression Limit is from 0 to 999999. Once the Impression Limit is set, you cannot exceed the number entered.*
- *A two-sided print is counted as <2>.*
- *You cannot change the Department IDs.*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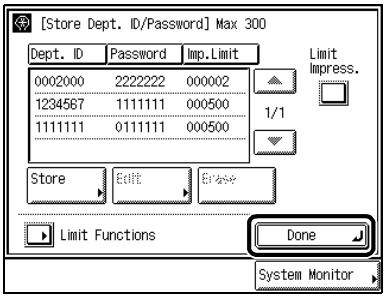
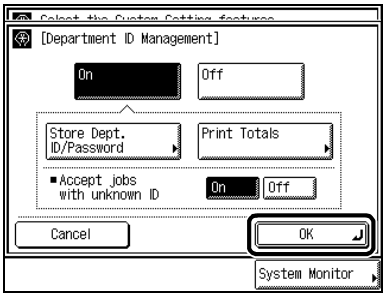
## 5 Press “Done.”




## 6 Press “OK.”

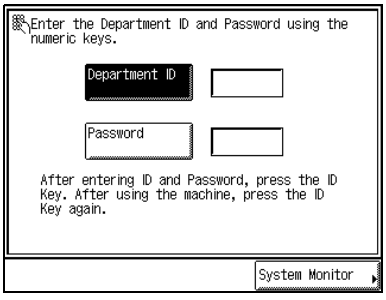



When you select “On,” Department ID Management is enabled. (See ‘Entering the Department ID and Password,’ on p. 1-37.)

## 7 Press “Done.”

Repeat this procedure.

When the screen below appears, enter the Department ID and Password.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see ‘Entering the Department ID and Password,’ on p. 1-37.*





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# Erasing the Department ID and Password

The following instructions describe how to erase the Department ID and Password you have stored.

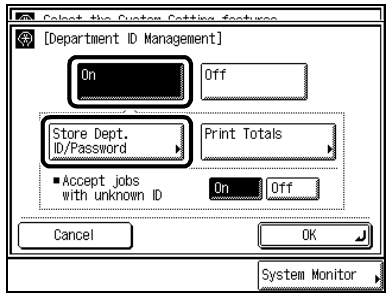
NOTE

- *When using Department ID Management with Card Reader-C1, you cannot erase the Department ID.*

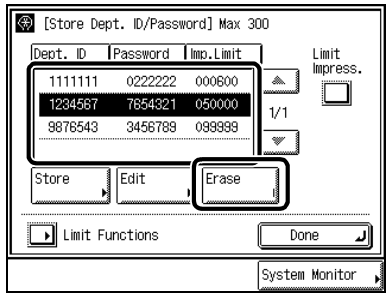
## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) (ID).

## 2 Press “On,” and press “Store Dept. ID/Password.”




## 3 Use “▼” and “▲” to display the Department and its settings that you want to erase → select the Department → press “Erase.”





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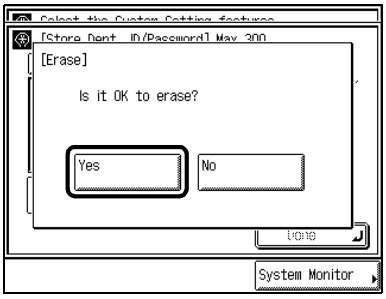
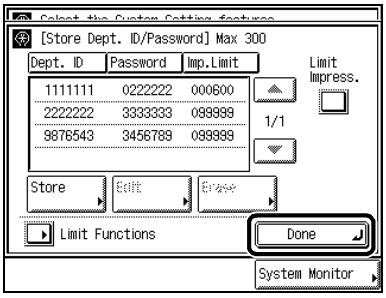
## 4 Press “Yes.”



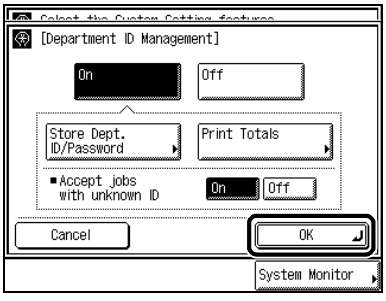

If you do not want to erase the Department and its settings, press “No.”

The selected Department and its settings are erased.

## 5 Press “Done.”




## 6 Press “OK.”




NOTE

- *When you select “On,” Department ID Management is enabled. (See ‘Entering the Department ID and Password,’ on p. 1-37.)*





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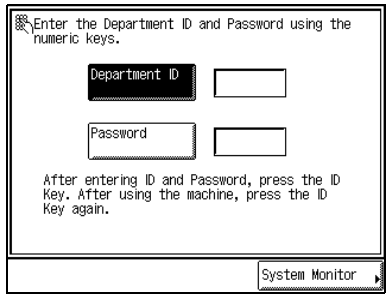
### 7 Press "Done."

Repeat this procedure.

When the screen below appears, enter the Department ID and Password.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see 'Entering the Department ID and Password,' on p. 1-37.*

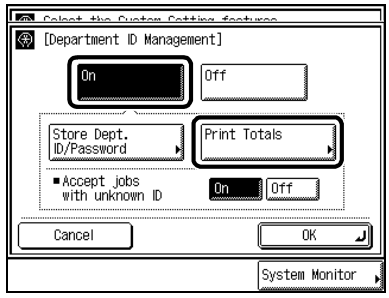
## Checking and Printing Counter Information

You can display and print a list of the paper count for each department.

### 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing "System Settings." Then, press (ID) (ID).

### 2 Select "On," and press "Print Totals."





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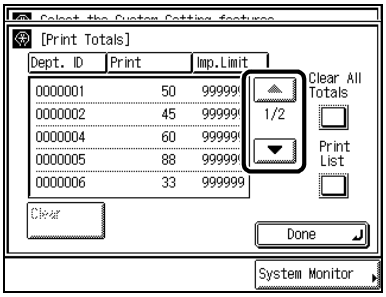
## 3 Check or print the print totals count.

The print total with the Department ID left blank (not displayed) is the total of prints from a computer not correspondent with a stored Department ID (unknown ID).

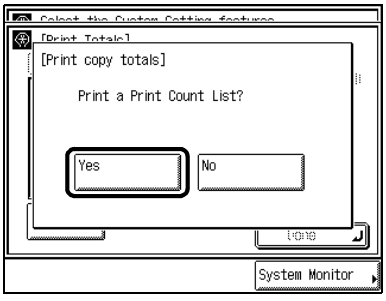
- **If you only want to check the counter:**

Press "▼" or "▲" to display the desired Department, and check the print totals.



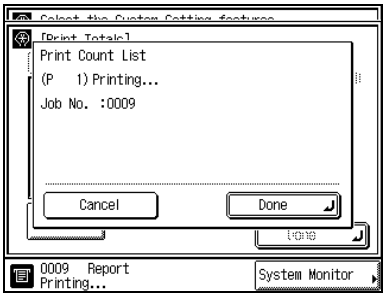

- **If you want to print the displayed list:**

Select "Print List." When the screen below appears, press "Yes."




If you do not want to print the list, press "No."

The screen below appears during printing.




NOTE

- *To cancel printing, press "Cancel."*
- *To close the screen, press "Done."*





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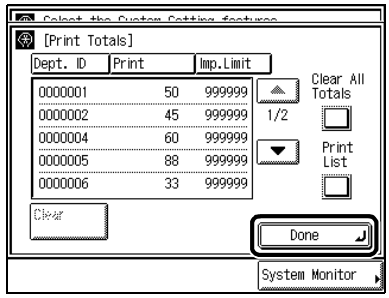
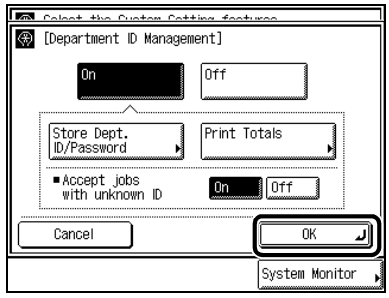
## 4 Press “Done.”




## 5 Press “OK.”




NOTE

- *When you select “On,” Department ID Management is enabled. (See ‘Entering the Department ID and Password,’ on p. 1-37.)*





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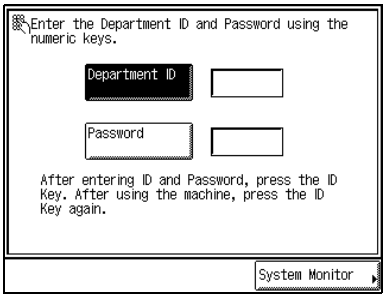
## 6 Press “Done.”

Repeat this procedure.

When the screen below appears, enter the Department ID and Password.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see ‘Entering the Department ID and Password,’ on p. 1-37.*

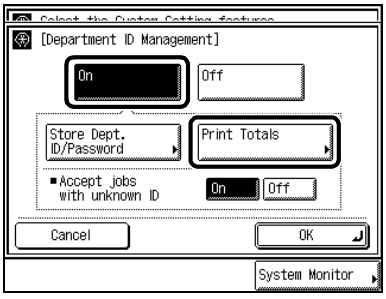
# Erasing Print Totals

The following instructions describe how to delete the print totals made so far, for all departments. It is also possible to delete print totals for a particular department.

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) .

## 2 Select “On,” and press “Print Totals.”





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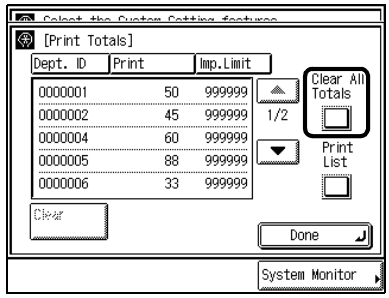
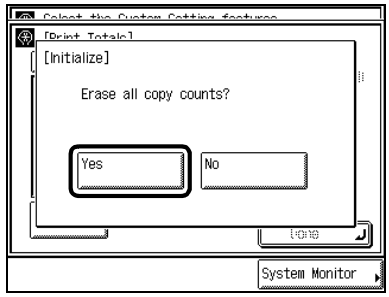
## 3 Press "Clear All Totals."



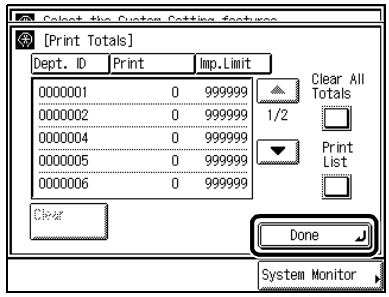

To delete one print total at a time, press "▼" or "▲" to display the desired department, and press "Clear."

## 4 Select "Yes."




If you do not want to erase the counter, press "No."

## 5 Press "Done."





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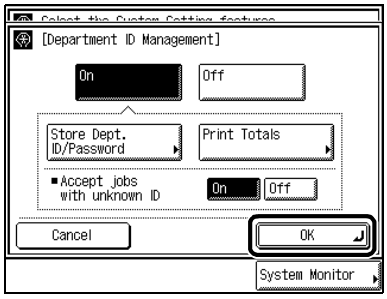
## 6 Press “OK.”



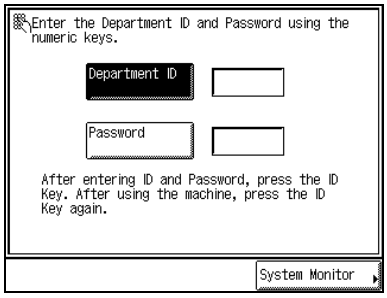

NOTE

- *When you select “On,”Department ID Management is enabled. (See ‘Entering the Department ID and Password,’ on p. 1-37.)*

## 7 Press “Done.”

Repeat this procedure.

When the screen below appears, enter the Department ID and Password.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see ‘Entering the Department ID and Password,’ on p. 1-37.*





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# Specifying Whether or Not to Accept Print Jobs of Unknown ID

You can specify whether or not to print documents from a computer not correspondent with a stored Department ID.

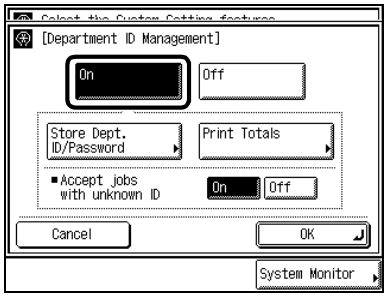
NOTE

- *"Accept jobs with unknown ID" is displayed only when the Printer Kit is attached.*
- *The default setting is "On."*

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing "System Settings." Then, press (ID) .

## 2 Select "On."




NOTE

- *When you select "On," Department ID is enabled. (See 'Entering the Department ID and Password,' on p. 1-37.)*





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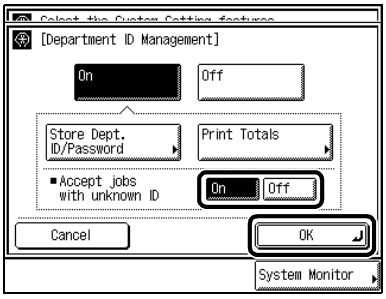
## 3 Select “On” or “Off,” and press “OK.”



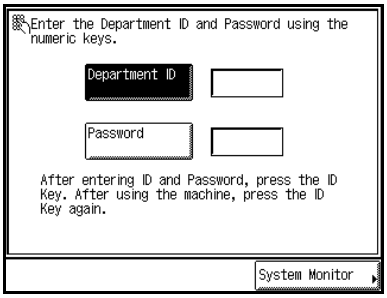

If you want to print from a computer not correspondent with a stored Department ID, press “On.”

If you do not want to print from a computer not correspondent with a stored Department ID, press “Off.”

## 4 Press “Done.”

Repeat this procedure.

When the screen below appears, enter the Department ID and Password.


Enter the Department ID and Password using the numeric keys.
Department ID
Password
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

NOTE

- *For details of how to enter the Department ID and Password, see ‘Entering the Department ID and Password,’ on p. 1-37.*





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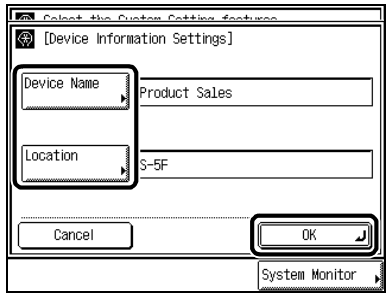
# Setting Device Information
## (Device Information Settings)

You can set a name for this machine and specify its location.

### 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) (ID).

### 2 Press “Device Name” and “Location” → enter the name of this machine and the location where this machine is placed → press “OK.”




The maximum number of characters which can be entered is 32.

NOTE

- *For details of how to enter characters, see ‘Entering Characters from the Touch Panel Display,’ on p. 1-32.*
- *If you do not want to store the name and location, press “Cancel.”*

### 3 Press “Done.”

Repeat this procedure.

The specified mode is set and the display returns to the Basic Features screen.





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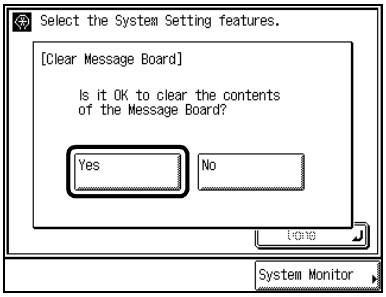
# Erasing the Message Board (Clear Message Board)

The “Message Board” is a function used by the system manager to display messages for users of this machine on the touch panel display. Message board settings are done from the Remote UI, however, erasing a message board can be done from the main unit as well.

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press ID (ID).

## 2 Select “Yes.”




If you do not want to erase the message, press “No.”

## 3 Press “Done.”

Repeat this procedure.

The display returns to the Basic Features screen.





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# Setting the Auto Offline On/Off (Auto Offline)

When the network is online, scanning is not possible with the Copy, Mail Box, or Fax functions. By setting Auto Offline to “On,” the machine will automatically go Offline.

NOTE

- *“Auto Offline” is displayed only when the Network Scan function is enabled.*
- *The default setting is “Off.”*

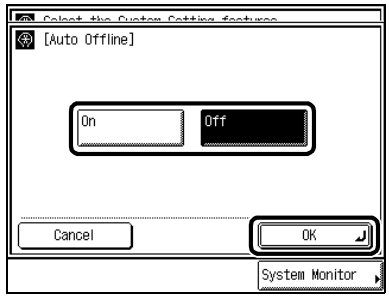


## 1 Call up the desired screen as follows:

(Additional Functions) → System Settings → Auto Offline

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) (ID).

## 2 Select “On” or “Off,” and press “OK.”




NOTE

- *If Auto Offline is set to “On,” the machine automatically goes offline at the Auto Clear Time. If Auto Clear Time is set to (0), the machine will go Offline after approximately 2 minutes. (See ‘Setting the Time Taken for the Display to Return to the Basic Features Screen After Finishing Operations,’ on p. 3-37.)*

## 3 Press “Done.”

Repeat this procedure.

The display returns to the Basic Features screen.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# Loading Paper

This section describes how to load paper in the paper drawers.

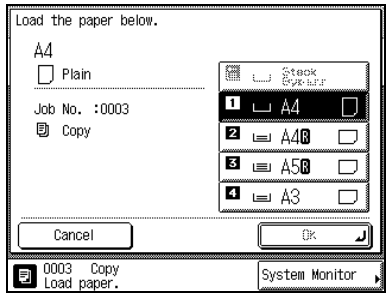
NOTE

- *The following paper sizes can be loaded in the paper drawers:*
  - *Paper drawers 1, 3 : A4, A4R, A5, and A5R*
  - *Paper drawers 2, 4 : A3, A4, A4R, A5, and A5R*
  - *Paper drawers 3 and 4 can be used when the Cassette Feeding Unit-W1 (option) is attached.*
- *For details of available paper stock which can be loaded in the paper drawers, see 'Available Paper Stock,' on p. 1-61.*



## Loading Paper in the Paper Drawers

When the selected paper has run out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.




CAUTION

- **When loading paper, take care not to cut your hands on the edges of the paper.**

IMPORTANT

- *The message also appears if the selected paper drawer is not fully inserted into the machine. Once you properly insert the paper drawer, the message disappears.*

NOTE

- *If the above message appears during printing, the remaining prints are automatically made after you load the correct paper. When you select another paper drawer, the remaining prints are made after you press "OK."*
- *To cancel printing, press "Cancel."*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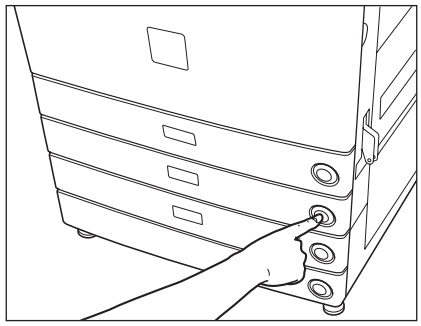
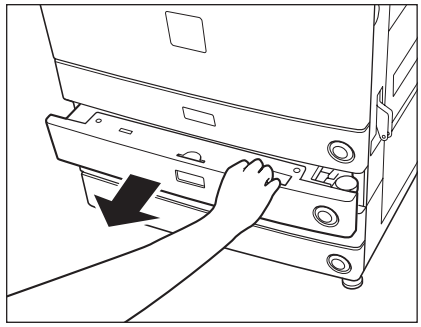
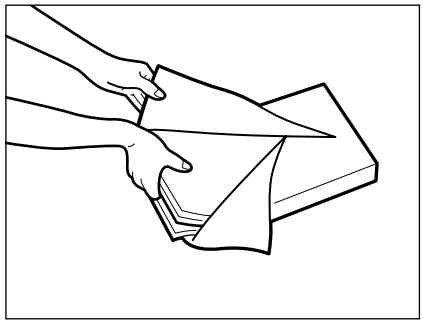
**1** **Press and release the button of the paper drawer in which you want to load paper.**



**2** **Grip the handle and pull out the paper drawer until it stops.**



**3** **Open a package of paper, and remove the paper stack.**







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IMPORTANT

- *Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.*
- *Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Heavyweight paper*
  - *Transparencies*
  - *Paper on which colour images have been copied.*
  - *Paper which has been copied on using a digital full colour copier (do not copy on the reverse side either).*
  - *Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either).*

NOTE

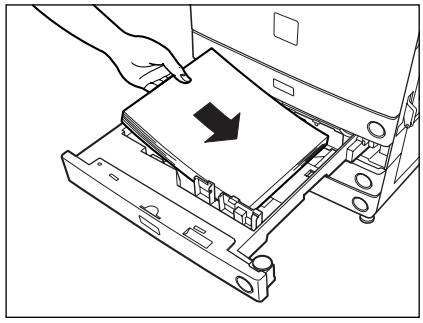
- *For high-quality print output, use paper recommended by Canon.*

## 4 Turn the opened surface of the paper stack over, and place it in the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate for the paper being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper.



IMPORTANT

- *If the paper is curled, curl it down before placing it in the paper drawer.*
- *Make sure that the height of the paper stack does not exceed the limit mark at the back of the paper drawer.*

NOTE

- *Each paper drawer holds about 500 sheets of paper (80 g/m²).*
- *For details of the print direction of paper already printed with logos or patterns, see 'Relation of Original Orientation and Paper Orientation,' on p. 8-9.*





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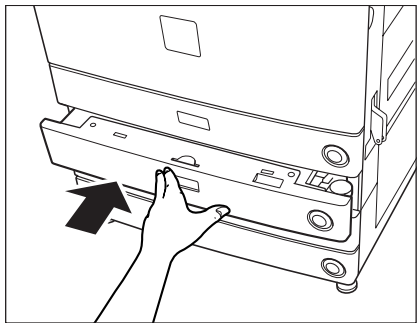
**5** **Gently push the paper drawer back into the machine until it clicks.**



**CAUTION**

- **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- *Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.*

NOTE

- *When paper runs out during printing, load new paper, and follow the instructions on the touch panel display. The machine automatically restarts and produces the remaining prints.*





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# Adjusting a Paper Drawer to Hold a Different Paper Size

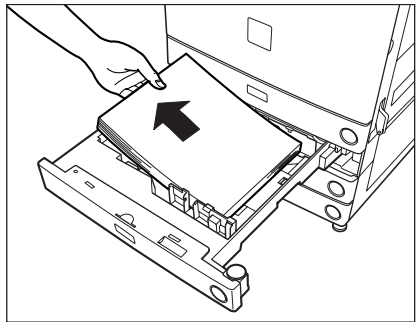
If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

NOTE

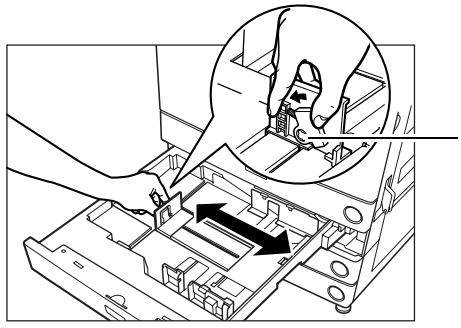
- *The following paper sizes can be loaded in the paper drawers:*
  - *Paper drawers 1, 3 : A4, A4R, A5, and A5R*
  - *Paper drawers 2, 4 : A3, A4, A4R, A5, and A5R*
  - *Paper drawers 3 and 4 can be used when the Cassette Feeding Unit-W1 (option) is attached.*



**1** **Pull out the paper drawer, and remove all the loaded paper.**



**2** **Squeeze the lever on the left guide, as shown below. Without releasing the lever, slide the left guide to align it with the mark for the desired paper size.**





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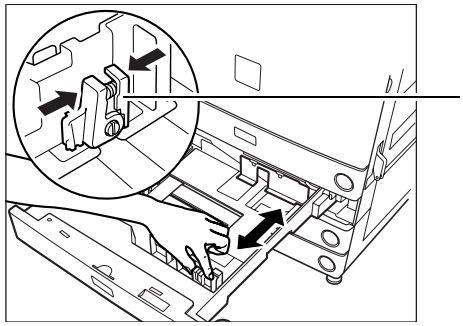
## 3 Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.




IMPORTANT

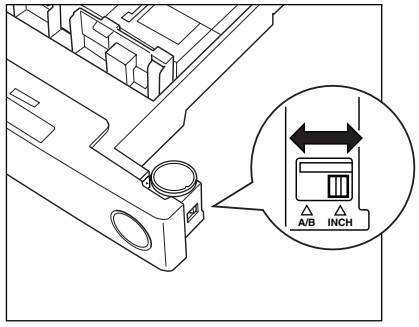
- *Not adjusting the guides correctly may cause paper jams, dirty prints, or make the inside of the machine dirty. To prevent these problems, check that the guides are adjusted correctly for the loaded paper size.*

## 4 Set the size switch to match the paper being loaded.

"INCH": For Inch series paper

"A/B": For A/B series paper

If you change the setting of the size switch, replace the label on the paper size dial, accordingly.




IMPORTANT

- *Not setting the size switch correctly, results in the display of an incorrect paper size on the touch panel display. Also, it may cause paper jams, dirty prints, or make the inside of the machine dirty. To prevent these problems, check that the size switch is set correctly.*





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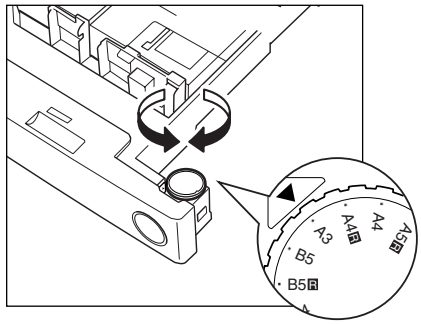
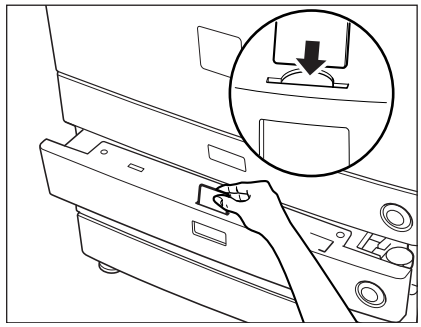
## 5 Set the paper size dial, located on the right side of the paper drawer, to match the paper being loaded.




IMPORTANT

- *Not setting the paper size dial correctly, results in the display of an incorrect paper size on the touch panel display. Also, it may cause paper jams, dirty prints, or make the inside of the machine dirty. To prevent these problems, check that the paper size dial is set correctly.*

## 6 Change the paper drawer's size plate, so that it matches the new paper size being loaded.







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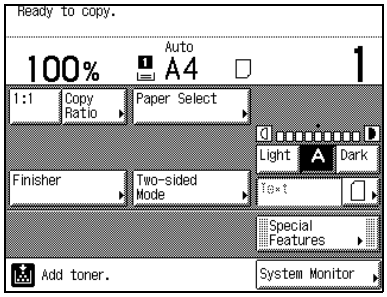
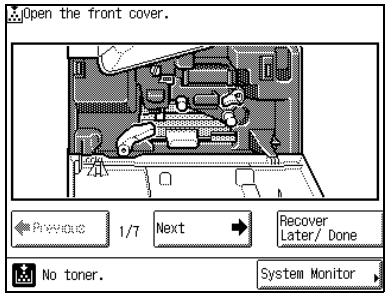
# Adding Toner

When there is only a small amount of toner remaining in the machine, the message shown below, on the left side, appears on the touch panel display. Prints can still be made, but at this time you should purchase new toner so that you have it on hand when it is needed.

When the toner has run out and prints can no longer be made, the message shown below, on the right side, appears on the touch panel display. The message explains how to add toner.




## CAUTION

- **Do not throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

## IMPORTANT

- *Use only the toner cartridge recommended for use on this machine.*
- *Never add more than one toner cartridge.*
- *Add toner soon after the <Add toner.> message is displayed.*

## NOTE

- *When the <Add toner.> message appears, approximately 300 prints can still be made (A4-size Canon Standard Chart). However, since this number may vary depending upon the original, it is recommended that toner be added as soon as possible.*
- *You can check how to add toner by pressing "Previous" or "Next" from the screen.*
- *If the toner runs out during a print job, the remaining prints are made after you add toner.*





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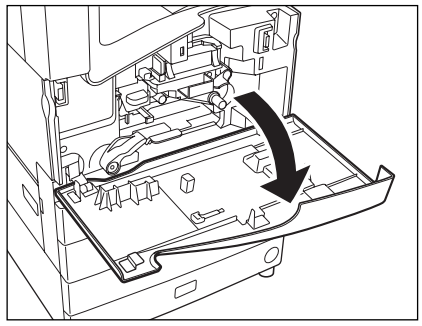
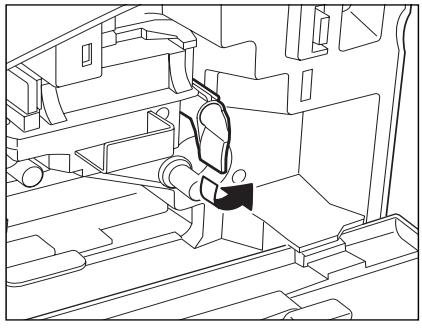
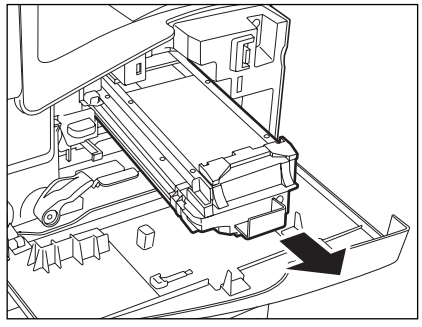
**1** **Open the front cover of the main unit.**



**2** **Pull the blue lever down.**



**3** **Grip the blue handle on the toner box. Pull out the toner box until it stops.**

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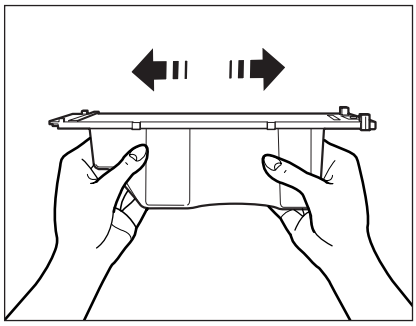
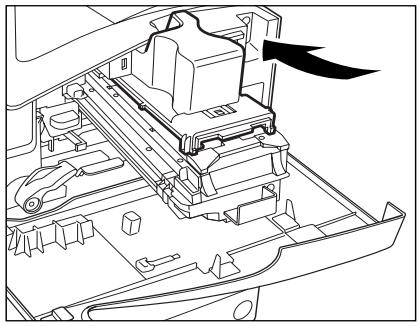
**4** **Hold the new toner cartridge in your hands, as shown below, and rock it several times to the left and right.**

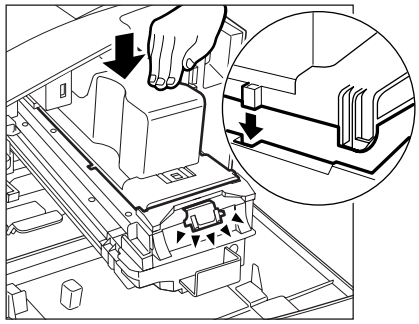


**5** **Place the toner cartridge on the toner box, as shown below, and push it in as far as possible.**



**6** **Push the toner cartridge down, to lock it in place on the toner box.**

Make sure that the black cartridge knob protrudes towards you.







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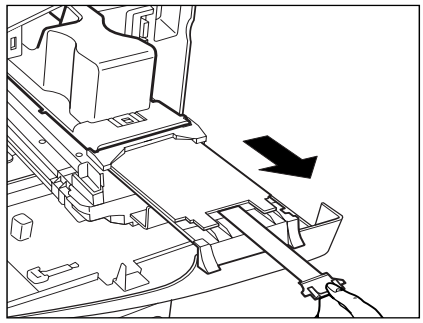
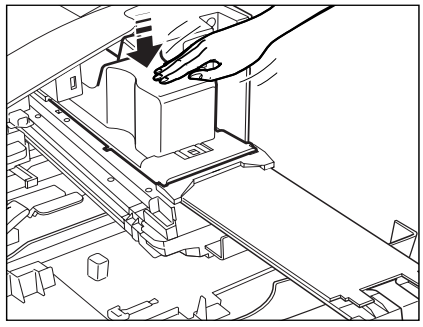
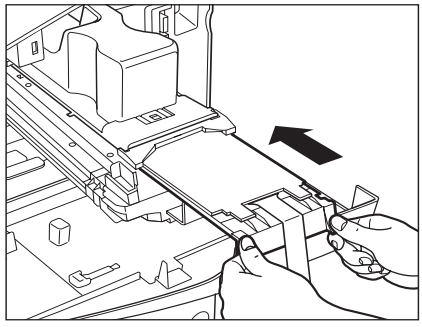
**7** **Pull the black cartridge knob, until the stop sign appears.**



**8** **Lightly tap the top of the toner cartridge to cause the toner to empty into the toner box.**



**9** **Push the black toner box handle back to its original position.**



The toner cartridge will be pushed in, along with the toner box.





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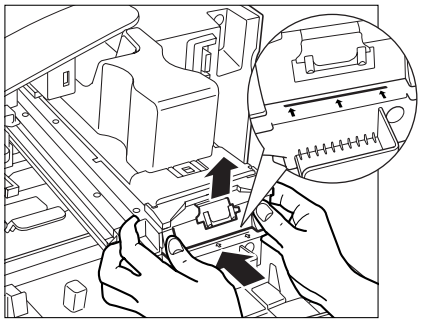
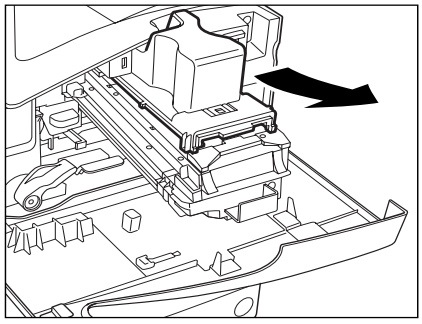
Make sure the toner cartridge comes loose from the toner box when you push the black handle back to the position indicated by the arrows.



## 10 Remove the empty toner cartridge from the toner box.



**⚠ WARNING**

- **Do not throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

**⚠ CAUTION**

- **When removing a used toner cartridge from the toner box, remove the cartridge carefully, to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**





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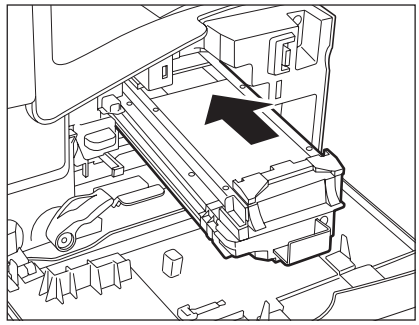
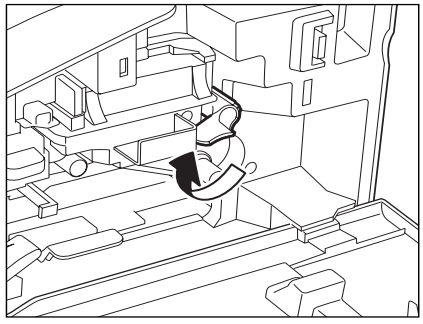
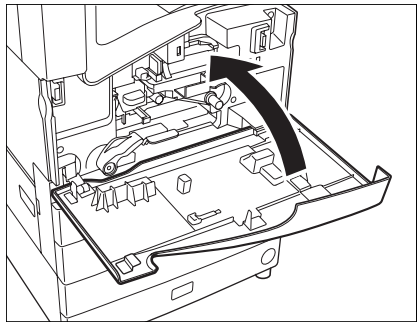
**11** Push the toner box back to its original position.



**12** Pull the blue lever up to its original position.



**13** Close the front cover of the main unit.







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# Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality output, we recommend cleaning these parts once a month.

- Platen glass
- Rear side of the platen glass
- Feeder scanning area
- White plate, roller

**⚠ WARNING**

- **When cleaning the machine, first turn off the main power switch and unplug the power plug. Failure to do so may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.**

**⚠ CAUTION**

- **Unplug the power plug from the outlet at least once a year, and clean the plug's metal pins and the area surrounding them to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.**
- **Do not dampen the cloth too much, as this may damage the original or break the machine.**





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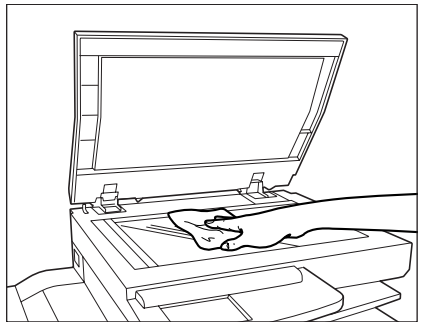
# Cleaning the Platen Glass/Rear Side of Platen Glass Cover

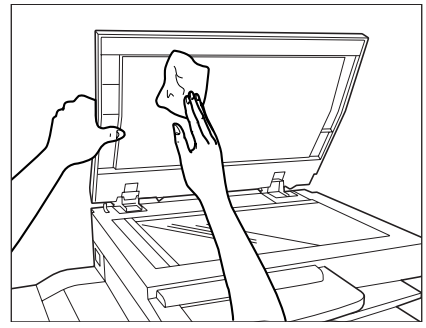
Clean the platen glass and the rear side of platen glass cover following the procedure below.

IMPORTANT

- *If the platen glass or the rear side of the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.*

**1 Clean the platen glass and the rear side of platen glass cover with a cloth dampened with water, and wipe them with a soft and dry cloth.**









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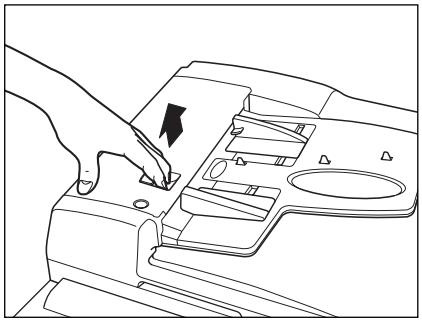
# Cleaning the Feeder ❶

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform the feeder cleaning procedure to clean the feeder scanning area, white plate, and roller.

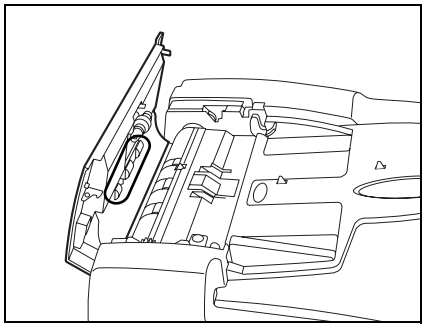
IMPORTANT

- *If the feeder scanning area is dirty, it may result in a paper jam or dirty print output.*
- *Clean the roller while spinning it.*

**1** **Open the feeder cover.**



**2** **Clean the roller (total of 3 places), as shown below, with a cloth dampened with water.**







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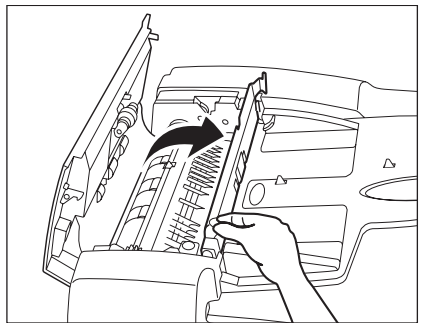
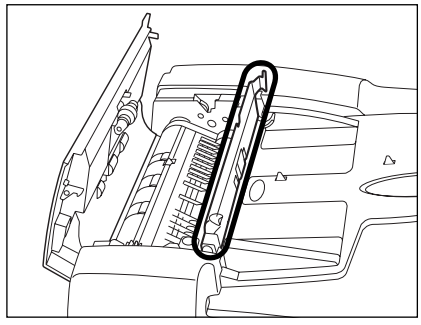
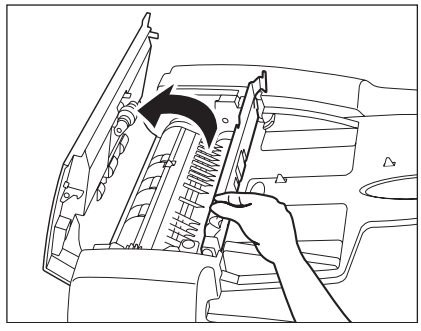
**3** Open the middle cover, holding the knob in the front.



**4** Clean the transparent plastic part of the middle cover with a cloth dampened with water.



**5** Close the middle cover.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**





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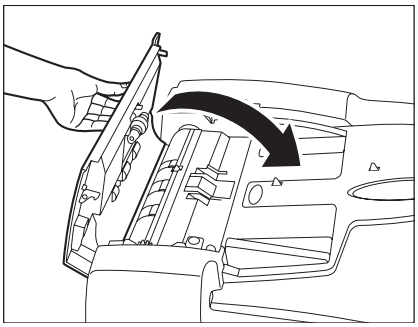
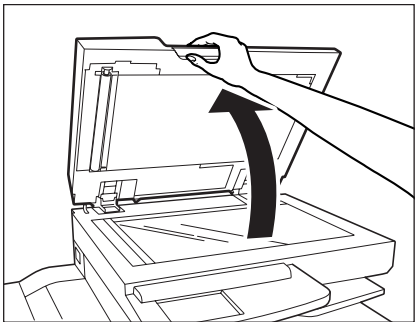
## 6 Close the feeder cover.



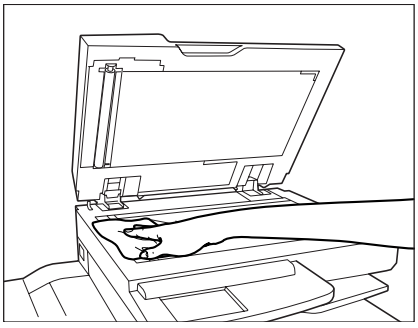
**⚠ CAUTION**

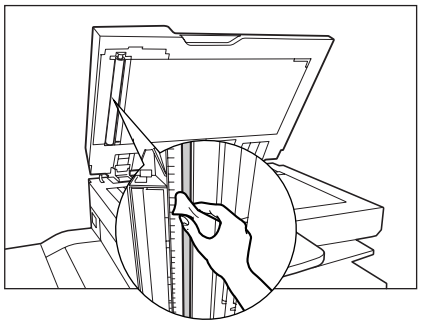
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 7 Open the feeder.



## 8 Clean the feeder scanning area (platen glass) and the metal part located next to the rubber roller, with a cloth dampened with water.









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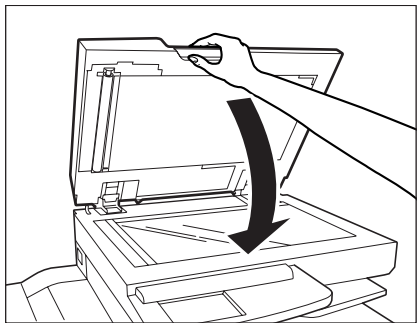
## 9 Close the feeder.



# Cleaning the Feeder 2



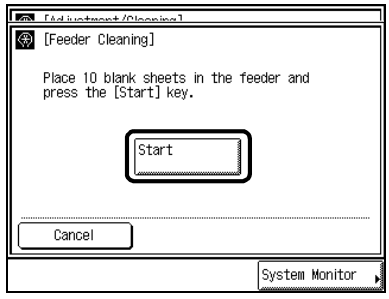
You can also clean the roller by repeatedly feeding blank paper sheets through the feeder.

NOTE

- *"Adjustment/Cleaning" is made up of several screens. Select the desired item by pressing "▼" or "▲."*
- *When "▼" or "▲" should be pressed, the indications ▼▲ is displayed in this manual.*
- *It takes about 20 seconds to clean the feeder.*

## 1 Call up the desired screen as follows:

## 2 Place 10 blank paper sheets in the feeder, and press "Start."




To cancel the feeder cleaning, press "Cancel."

While the feeder is being cleaned, the screen below appears.



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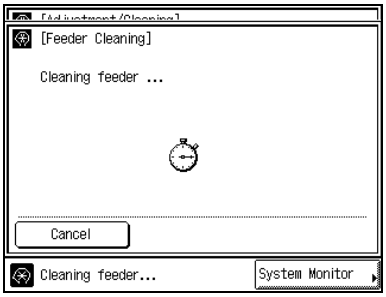


### 3 Press "Done."

Repeat this procedure.

The display returns to the Basic Features screen.



## Roller Cleaning

If dirt appears on printed paper, clean the roller in the main unit as the need arises.

NOTE

- *"Adjustment/Cleaning" is made up of several screens. Select the desired item by pressing "▼" or "▲."*
- *When "▼" or "▲" should be pressed, the indications ▼▲→ is displayed in this manual.*
- *It takes about 15 seconds to clean the roller.*

### 1 Call up the desired screen as follows:

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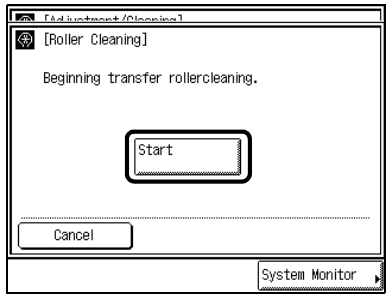
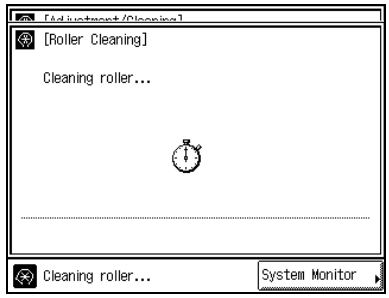
## 2 Press “Start.”




To cancel Roller Cleaning, press “Cancel.”

While the roller is being cleaned, the screen below appears.




## 3 Press “Done.”

Repeat this procedure.

The display returns to the Basic Features screen.





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# Consumables and Options

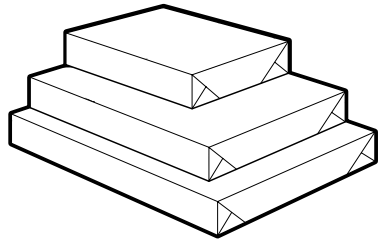
The following consumables and accessories are available from Canon. For details, consult your service representative.

We recommend that you order paper stock and toner from your service representative before you run out of them.

## Consumables

### ■ Paper Stock

In addition to plain paper (A3, A4, and A5), transparencies (dedicated to this machine), labels and other types of paper stock are available. For details, consult your service representative.



**⚠ CAUTION**

- **Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.**

**IMPORTANT**

- *For high-quality print output, use paper recommended by Canon.*
- *To prevent moisture build-up, store any remaining paper tightly wrapped in its original package.*





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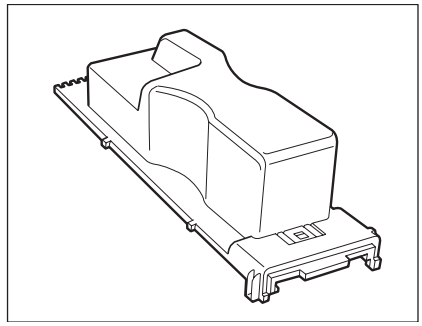
## ■ Black Toner

When the <Add toner.> message appears on the touch panel display, add toner which has been approved for use with this machine.



### ⚠ WARNING

- **Never dispose of waste toner in a fire or incinerator. Doing so may result in an explosion.**

### ⚠ CAUTION

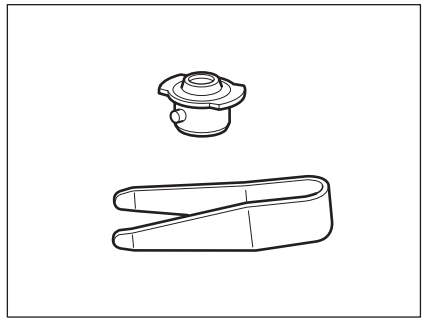
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**

### IMPORTANT

- *Store toner cartridges in a cool location away from direct sunlight.*
  - *The recommended storage conditions are: temperature below 30°C, and humidity below 80%.*

## ■ Stamp Cartridge

This ink cartridge is used to stamp originals when they are sent. (For the Fax function.)







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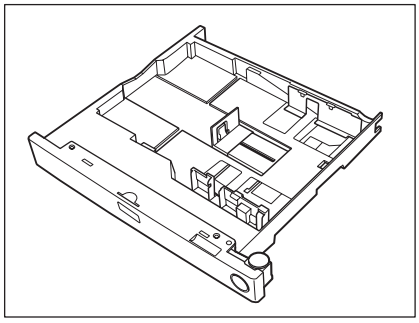
### ■ Cassette-U1

You can adjust this cassette to suit the paper size you want to load. (See ‘Adjusting a Paper Drawer to Hold a Different Paper Size,’ on p. 5-6.)

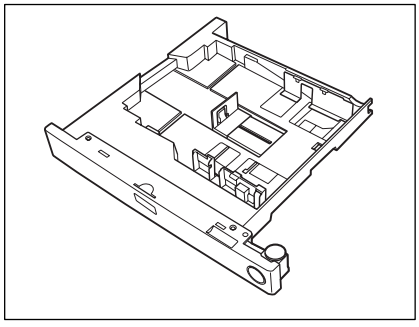
- Available locations: paper drawer 2 and 4
- Available paper size: A3, A4, A4R, A5 and A5R



### ■ Cassette-V1

You can adjust this cassette to suit the paper size you want to load. (See ‘Adjusting a Paper Drawer to Hold a Different Paper Size,’ on p. 5-6.)

- Available locations: paper drawer 1 and 3
- Available paper size: A4, A4R, A5 and A5R







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# Appendix

8
CHAPTER

## ndling Options

7
CHAPTER

chapter describes the use of options and what to do if there is a paper jam in an optional unit.

## shooting

6
CHAPTER

es what to do in response to a paper jam in the main unit or an error

7

6

5


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# Clearing Paper Jams

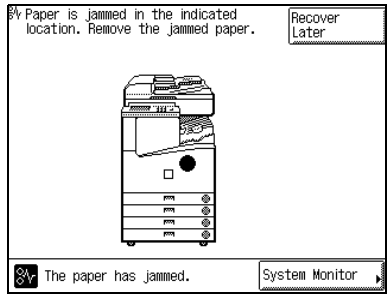
If a paper jam occurs, the following screen appears on the touch panel display.

## Screen Shown When There Is a Paper Jam

The screen indicating the location of the paper jam appears on the touch panel display, followed by instructions on how to clear the paper jam. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

### ■ Example of Screen Indicating the Location of the Paper Jam

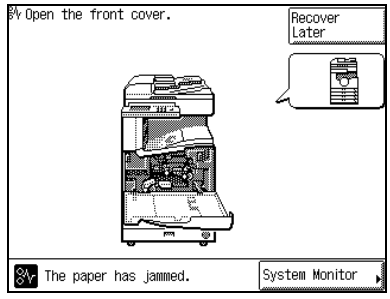
You can confirm the location of the paper jam.
When you select “Recover Later,” you can continue operations, such as mode settings or scanning even when jammed paper is not removed immediately.




IMPORTANT

- *When a paper jam occurs in the feeder, you cannot continue operation of the machine. Follow the directions on the display to remove the jammed paper.*

### ■ Example of Screen Indicating How to Remove the Paper Jam





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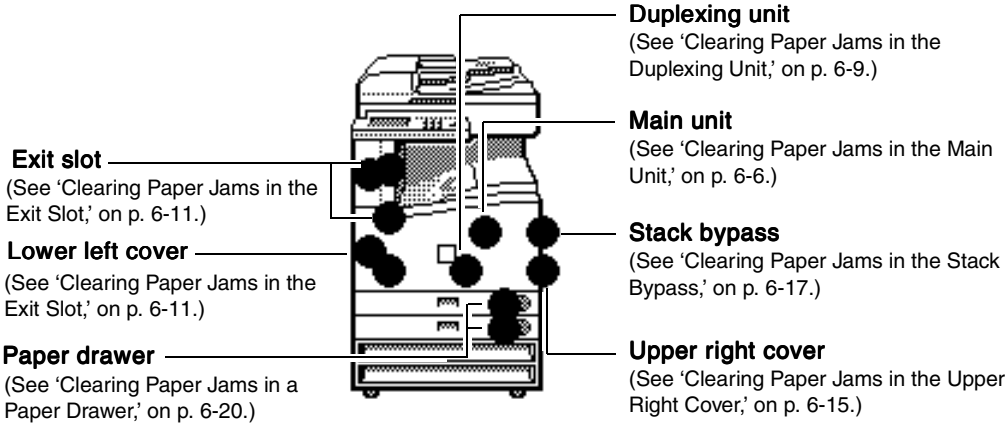
**⚠ CAUTION**

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## 1 Inspect all areas indicated on the touch panel display, and remove any jammed paper. See the appropriate pages for instructions on how to find and remove jammed paper.

If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.

● **Display indicating locations of the paper jam and page number instructing how to remove jammed paper.**


Duplexing unit
(See 'Clearing Paper Jams in the Duplexing Unit,' on p. 6-9.)
Main unit
(See 'Clearing Paper Jams in the Main Unit,' on p. 6-6.)
Stack bypass
(See 'Clearing Paper Jams in the Stack Bypass,' on p. 6-17.)
Upper right cover
(See 'Clearing Paper Jams in the Upper Right Cover,' on p. 6-15.)
Exit slot
(See 'Clearing Paper Jams in the Exit Slot,' on p. 6-11.)
Lower left cover
(See 'Clearing Paper Jams in the Exit Slot,' on p. 6-11.)
Paper drawer
(See 'Clearing Paper Jams in a Paper Drawer,' on p. 6-20.)





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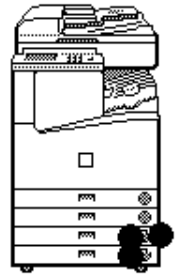
## 2 If a paper jam occurs within the optional units, see the instructions on the following pages.

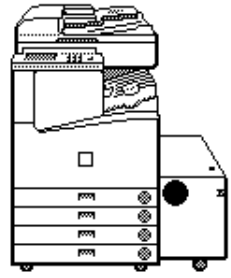
### Cassette Feeding Unit-W1

(See 'Clearing Paper Jams in the Cassette Feeding Unit-W1,' on p. 7-5.)



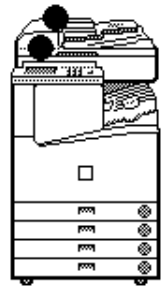
### Paper Deck-L1

(See 'Clearing Paper Jams in the Paper Deck-L1,' on p. 7-10.)



### Feeder

(See 'Clearing Paper Jams in the Feeder,' on p. 7-28.)







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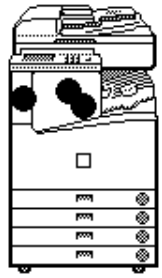
### Finisher-J1

(See ‘Clearing Paper Jams in the Finisher-J1,’ on p. 7-37.)

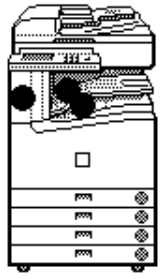


### Saddle Finisher-G1

(See ‘Clearing Paper Jams in the Saddle Finisher-G1,’ on p. 7-52, ‘Clearing Paper Jams in the Saddle Stitcher Unit,’ on p. 7-55, ‘Clearing Paper Jams in the Puncher Unit,’ on p. 7-67).

### Inner 2way tray-A1

(See ‘Clearing Paper Jams in the Inner 2way Tray-A1,’ on p. 7-74.)







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**3** **After you have cleared all paper jams at the locations indicated on the touch panel display, restore all levers and covers to their original positions.**

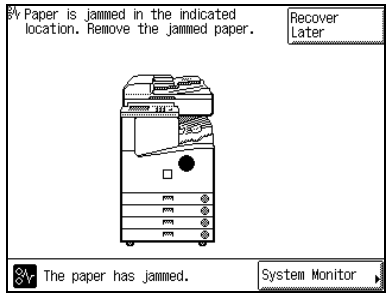
**4** **Continue operations, following the instructions displayed on the touch panel display.**

Once you have cleared the paper jam in locations other than the feeder, the print operation restarts.

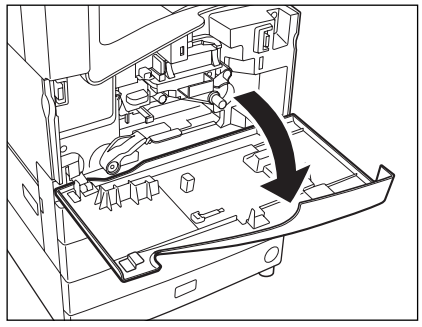
If there is remaining paper to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

## Clearing Paper Jams in the Main Unit

If a paper jam occurs in the main unit, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




**1** **Open the front cover of the main unit.**







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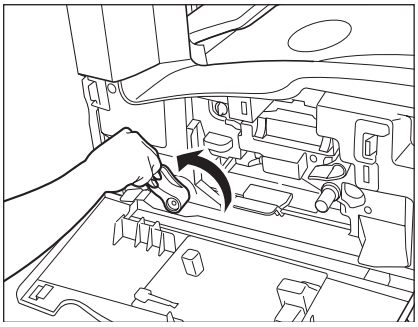
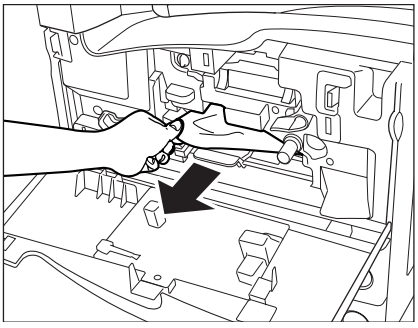
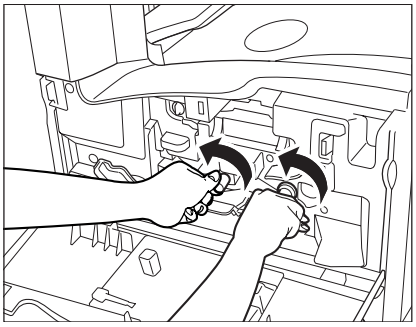
**2** Move the green lever in the direction of the arrow.



**3** Remove any paper remaining in the fixing unit.



**4** Turn the green knob (2 places) in the direction of the arrow, and remove any jammed paper.



**⚠ CAUTION**

- **The parts located around the knob are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the green knob.**





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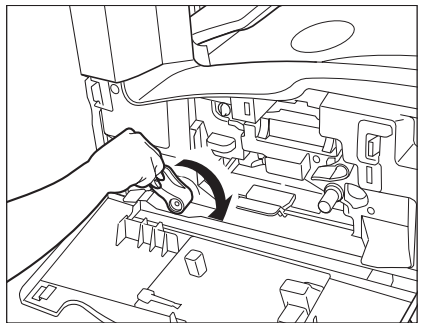
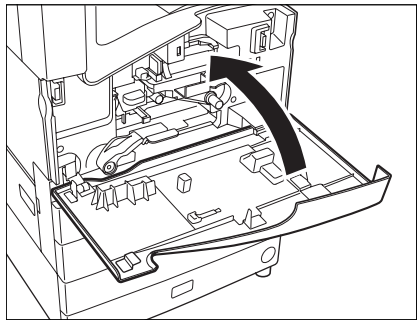
## 5 Return the green lever to its original position.



## 6 Close the front cover of the main unit.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 7 Follow the instructions on the touch panel display.

NOTE

- *For details, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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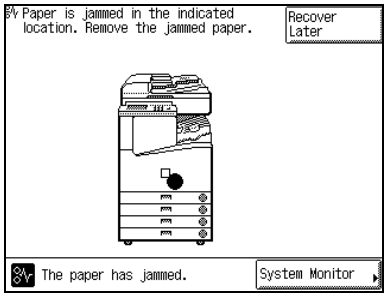
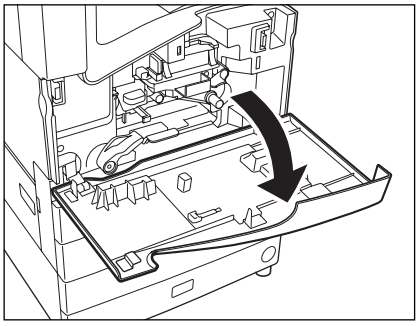
# Clearing Paper Jams in the Duplexing Unit

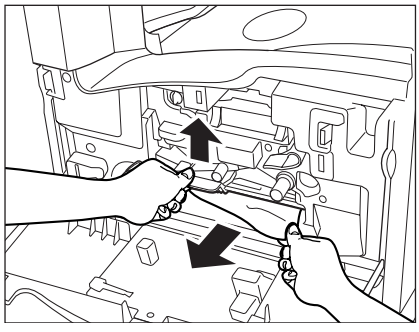
If a paper jam occurs in the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




**1** **Open the front cover of the main unit.**



**2** **Lift the green lever of the duplexing unit with one hand, and pull out the jammed paper with the other hand.**







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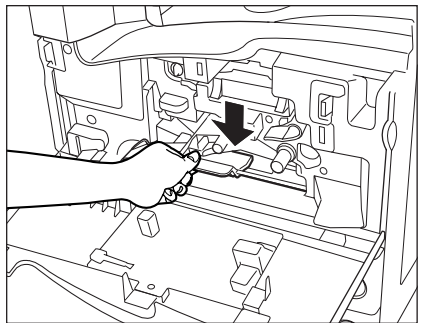
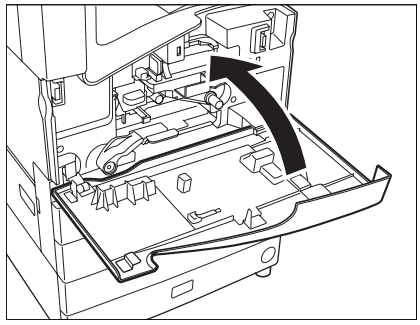
## 3 Return the green lever to its original position.



## 4 Close the front cover of the main unit.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 5 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to remove the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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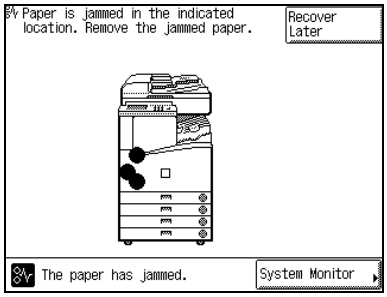
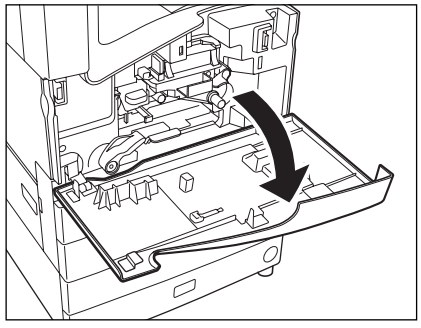
# Clearing Paper Jams in the Exit Slot

If a paper jam occurs in the exit slot, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears in the touch panel display, to remove the jammed paper.




## 1 Open the front cover of the main unit.

When the Saddle Finisher-G1 (option; see p. 7-47) is attached, move the finisher away from the main unit.







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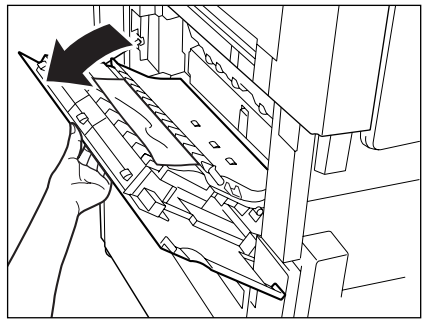
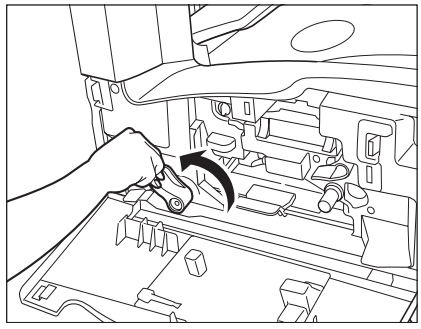
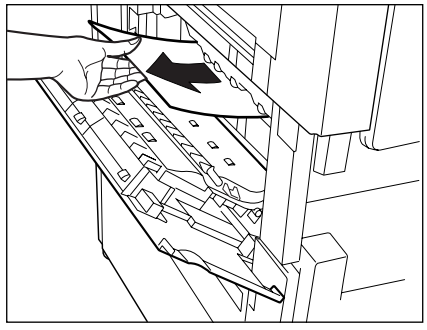
**2** **Open the lower left cover of the main unit.**



**3** **Move the green lever in the direction of the arrow.**



**4** **Remove any jammed paper.**







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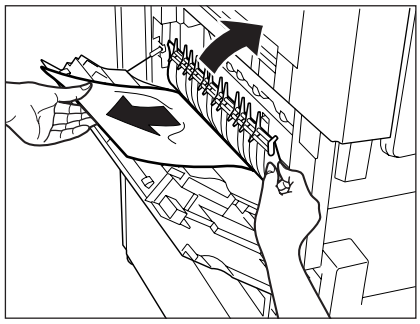
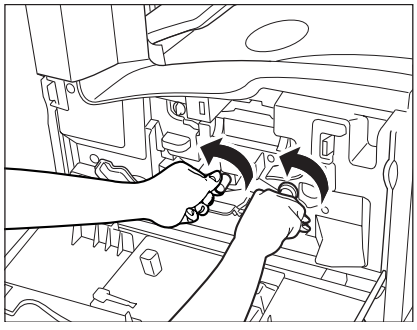
## 5 Lift the green lever and remove any jammed paper.



**⚠ CAUTION**

- **The parts located around the green lever of the exit slot guide are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.**

## 6 Turn the green knob (2 places) in the direction of the arrow, and remove any jammed paper.



**⚠ CAUTION**

- **The parts located around the knob are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the green knob.**





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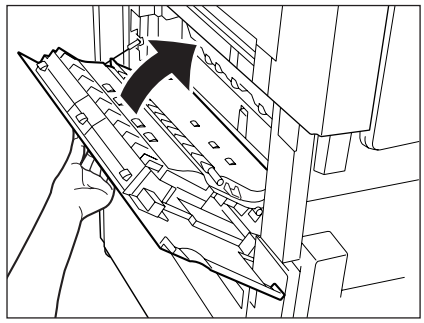
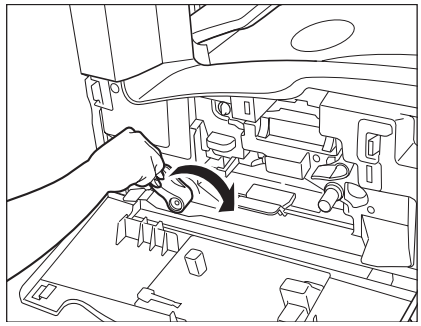
## 7 Return the green lever to its original position.



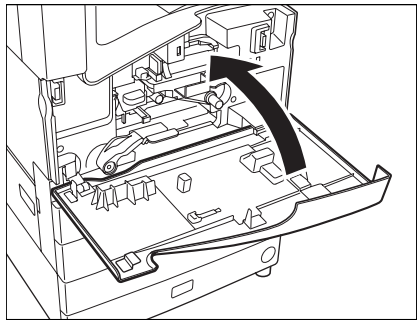
**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 8 Close the lower left cover.



## 9 Close the front cover.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**





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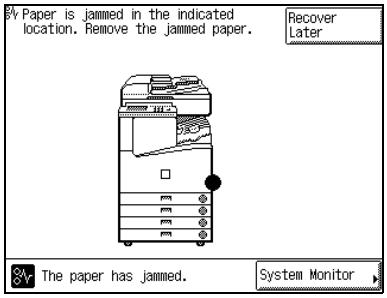
### 10 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*

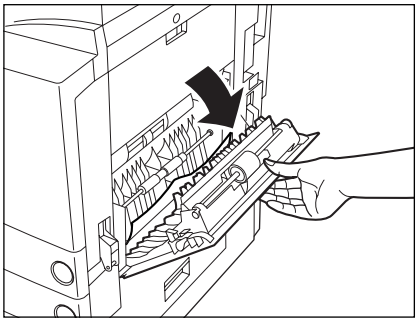
## Clearing Paper Jams in the Upper Right Cover

If a paper jam occurs inside the upper right cover, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




### 1 Open the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, move the paper deck away from the main unit.



IMPORTANT

- *The upper right cover cannot be opened with the stack bypass opened. If the stack bypass is open, first close the stack bypass, then open the upper right cover.*





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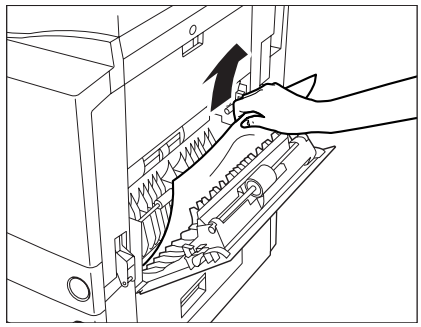
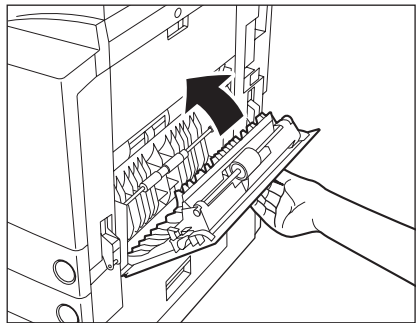
## 2 Remove any jammed paper.



## 3 Close the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, reattach the paper deck to the main unit.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 4 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to remove the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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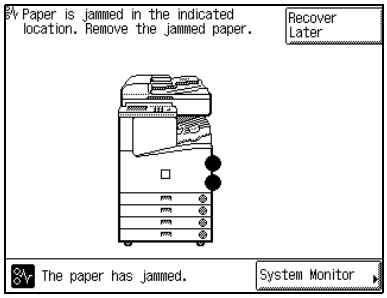
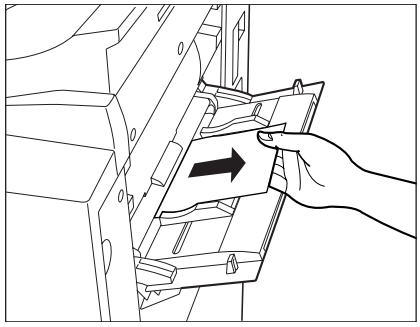
# Clearing Paper Jams in the Stack Bypass

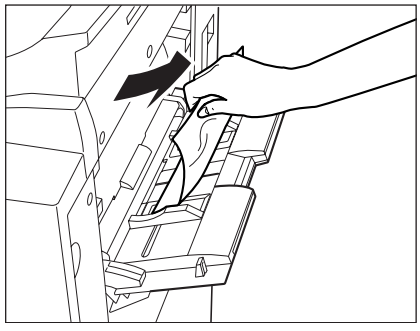
If a paper jam occurs in the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




## 1 Remove all paper from the stack bypass.



## 2 Remove any jammed paper.







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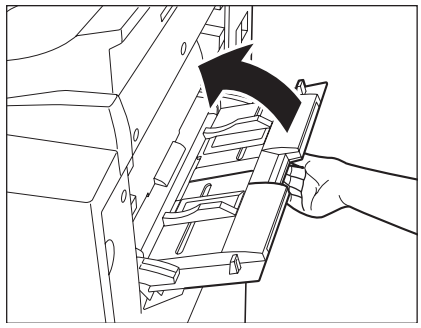
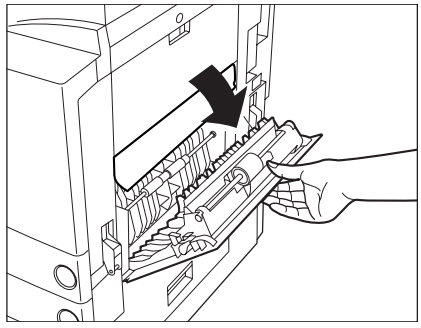
### 3 Close the stack bypass.

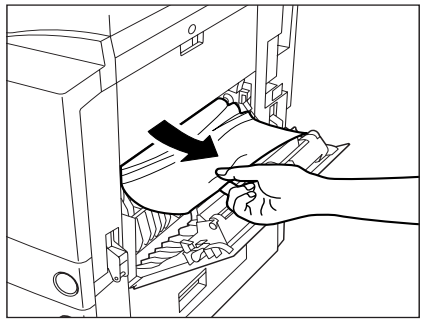


### 4 Open the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, move the paper deck away from the main unit.



### 5 Remove any jammed paper.



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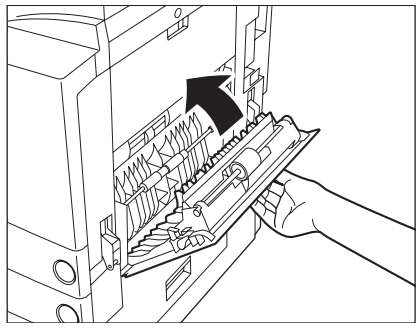
## 6 Close the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, reattach the paper deck to the main unit.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 7 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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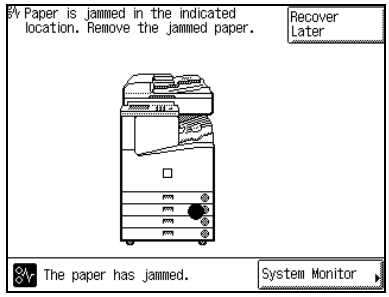
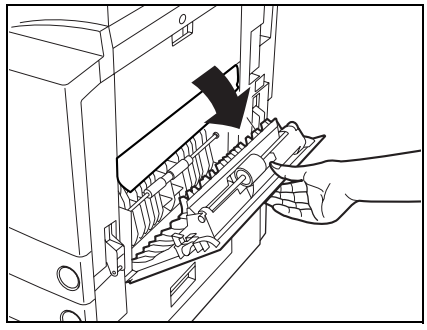
# Clearing Paper Jams in a Paper Drawer

If a paper jam occurs in a paper drawer, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




## 1 Open the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, move the paper deck away from the main unit.







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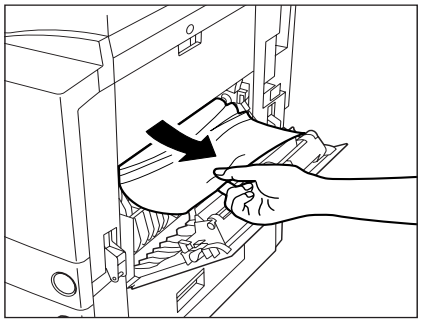
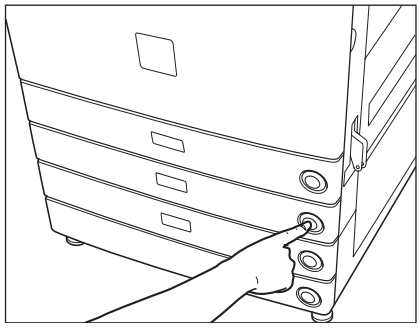
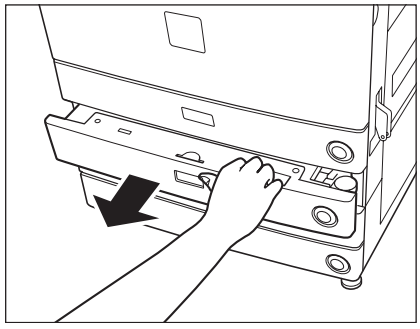
**2** **Remove any jammed paper.**



**3** **Press and release the paper drawer release button of the paper drawer indicated on the touch panel display, until the paper drawer releases.**



**4** **Pull out the paper drawer.**







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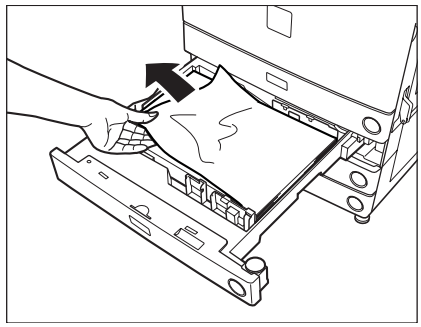
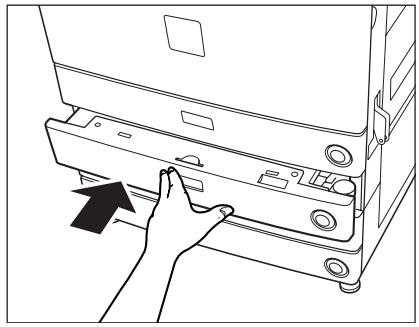
## 5 Remove any jammed paper.



## 6 Return the paper drawer to its original position.



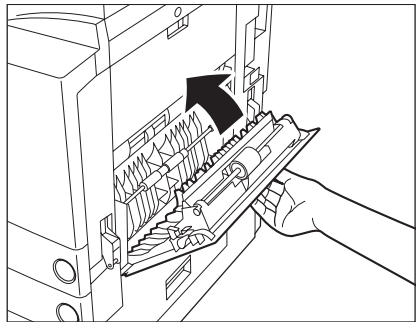


**⚠ CAUTION**

- **When returning the paper drawer to the original position, be careful not to get your fingers caught, as this may result in personal injury.**

## 7 Close the upper right cover of the main unit.

When the Paper Deck-L1 (option; see p. 7-9) is attached, reattach the paper deck to the main unit.

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**8** **Follow the instructions on the touch panel display.**

NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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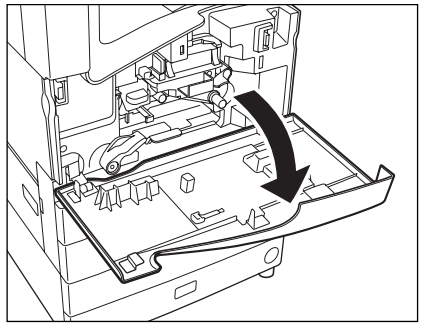
# Frequently Occurring Paper Jams

If paper jams occur frequently, even though the machine seems to be in proper working order, follow the procedure below to clean the static charge eliminator.

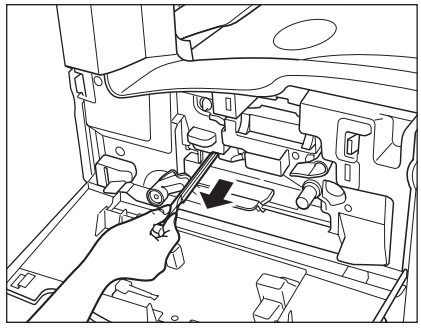
NOTE

- *If paper jams occur frequently, make sure that the size set on the paper size dial of the drawers matches the size of the paper loaded in the drawer.*

**1** **Open the front cover of the main unit.**



**2** **Grasp the static charge eliminator by its knob, pulling it slowly towards you.**







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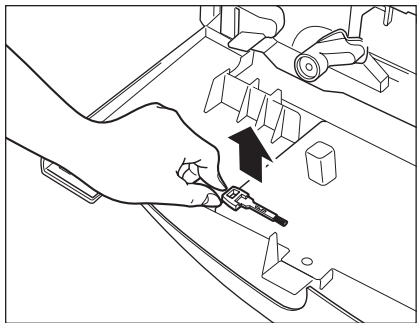
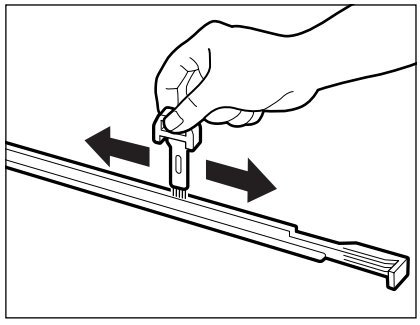
**3** **Remove the static charge eliminator cleaning brush.**

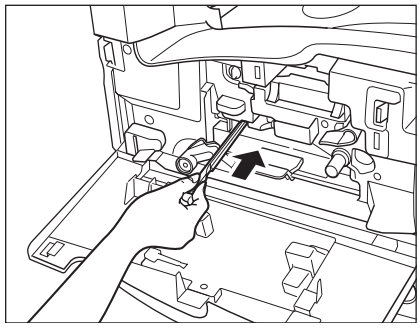


**4** **Clean the groove of the static charge eliminator, as shown below.**

Insert the brush of the static charge eliminator cleaner into the groove, and carefully move the brush back and forth in the groove.



**5** **When you have finished cleaning the groove, return the static charge eliminator to its original position.**







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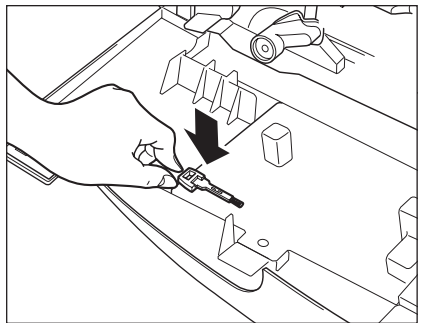
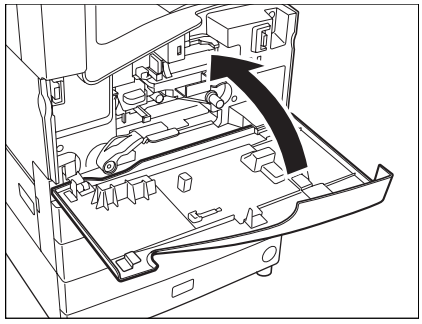
**6** Return the brush to its original position.



**7** Close the front cover of the main unit.



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# List of Error Messages

## Self-diagnostic Display

If a self-diagnostic message appears, follow the instructions on the touch panel display.
Self-diagnostic (error) messages appear on the touch panel display at the following times:

- When printing cannot be performed because of an operational error.
- When you need to make a judgment or take some action during scanning or printing.

Add paper.

**Cause** The machine has run out of paper. No more prints can be made.
The paper drawer is not correctly inserted.

**Remedy** Load paper. (See ‘Loading Paper,’ on p. 5-2.)
Insert the paper drawer as far as it will go. (See ‘Loading Paper,’ on p. 5-2.)

Load A4-size paper.

**Cause** The paper drawer loaded with the best paper size, selected by the Automatic Paper selection mode, is not inserted into the machine.

**Remedy** Load the indicated paper size in a paper drawer.
If you press ⊙ while this message is displayed, prints will be made with the currently selected paper.
If the message remains even when the indicated paper is loaded, set the drawer eligibility for APS/ADS of that paper drawer to “On.”
(See ‘Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,’ on p. 3-13.)

△Return page 1 to the top, and press “Start.”

**Cause** Scanning was stopped due to a problem with the feeder.

**Remedy** Arrange the originals in page order with the first page on top. Place the originals back in the feeder’s original supply tray, and press ⊙.





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△Remove the paper from the output tray.

| | |
|---|---|
| Cause | Prints from the previous job remain in the output tray. |
| Remedy | Remove the prints from the output trays. |

△Attach the finisher to the main unit.

| | |
|---|---|
| Cause | The finisher is not properly connected to the main unit. |
| Remedy | Connect the finisher to the main unit properly. |

Paper is jammed in the indicated location.
Remove the jammed paper.

| | |
|---|---|
| Cause | An original jam or paper jam has occurred, preventing you from making prints. |
| Remedy | Remove paper from the machine following the guidance messages on the touch panel display. (See 'Clearing Paper Jams,' on p. 6-2.) |

Waste toner is full.

| | |
|---|---|
| Cause | The waste toner box is filled with waste toner. |
| Remedy | Contact your service representative. |

Add toner.

| | |
|---|---|
| Cause | There is little toner left and you can print only a few more pages. |
| Remedy | Add toner using the toner cartridge recommended for use in this machine. (See 'Adding Toner,' on p. 5-9.) |

△Place the original on the platen glass.

| | |
|---|---|
| Cause | The programmed function (mode) requires the original to be placed on the platen glass.<br>There is no original on the platen glass. |
| Remedy | Place the original on the platen glass. |




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Remove the original from the platen glass.

| | |
|---|---|
| Cause | The original remains on the platen glass. |
| Remedy | Remove the original from the platen glass, and place the original again. |

△Remove the original from the feeder.

| | |
|---|---|
| Cause | The original is placed both in the feeder and on the platen glass in specified mode with which the feeder cannot be used. |
| Remedy | Remove the original from the feeder. |

No toner.

| | |
|---|---|
| Cause | There is not enough toner left to print. |
| Remedy | Add toner, using the toner cartridge recommended for use in this machine. (See 'Adding Toner,' on p. 5-9.) |





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# List of Error Codes Without Messages

If the job or operation does not complete correctly, check the End Code, and perform the necessary operations according to the End Code displayed. You can check the End Code in the Details screen under Log in the System Monitor screen. (See 'Checking Print Job Details,' on p. 2-7.)

| | | |
|---|---|---|
| **#99** | Cause | : Copy/print is interrupted. |
| | Remedy | : Try to copy/print again. |
| **#816** | Cause | : Print cannot be performed because the number of prints is exceeding that of the Impression Limit set in the Dept. ID Management. |
| | Remedy | : Contact your system manager. |
| **#825** | Cause | : Print cannot be performed because the ID and password of the reserved/current print job has been deleted, or the password has been changed. |
| | Remedy | : Try again with the changed Department ID and password, or register the new Department ID and password. If you do not know the password, contact your system manager. |
| **#851** | Cause | : Not enough memory in the main unit, or the scanned document cannot be stored because there are more than 100 documents in the specified mail box. |
| | Remedy | : Check the available memory of the main unit, and delete unwanted documents in the memory boxes. If there are a large number of unwanted documents, delete those in the specified mail box. |
| **#852** | Cause | : An error occurred because the main power switch was turned off while a job is being processed. |
| | Remedy | : Check to see if the main power switch is ON, and try again if necessary. |





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# If Memory Becomes Full During Scanning

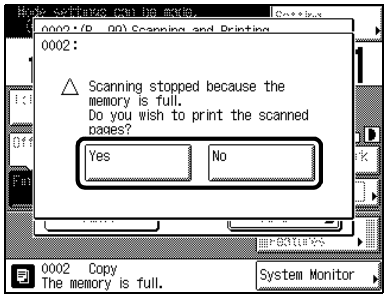
If memory becomes full during the scanning of originals, the following messages appear on the touch-panel display.

NOTE

- *The machine's memory can hold about 3,700 originals (A4-size Canon Standard Chart, Standard setting), scanned in the standard mode.*

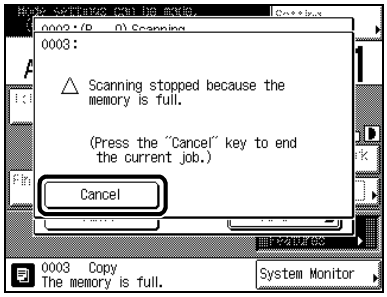
## 1 Follow this procedure:

- **If the message asking whether to print the original pages scanned into memory appears:**




To print the pages scanned into memory, select "Yes."
When printing is completed, scan the remaining originals.
To cancel printing, select "No."

- **If the screen shown below appears:**




Press "Cancel."
Process the job again when the current job is completed.





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# Service Call Message

If a malfunction occurs and the machine cannot operate normally, the message below (the service call message) appears on the touch panel display.

**WARNING**

- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**

**CAUTION**

- **Always grasp the plug portion when unplugging the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electrical leak and result in a fire or electrical shock.**

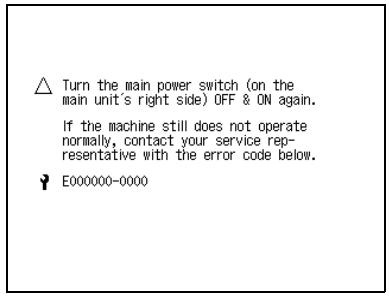
IMPORTANT

- *If you turn the main power switch OFF when there is a reserved print job, that job is erased.*



## To Contact Your Service Representative

If this message appears, follow the procedure described below.


Turn the main power switch (on the main unit's right side) OFF & ON again.
If the machine still does not operate normally, contact your service representative with the error code below.
E000000-0000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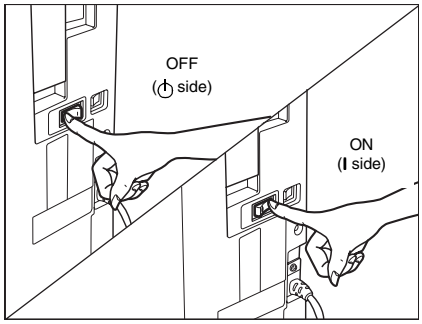
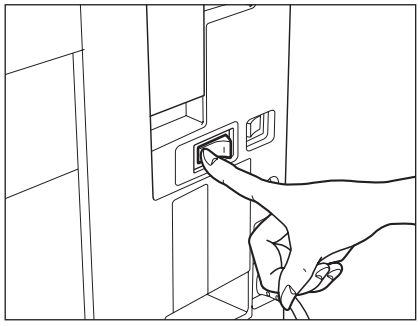
**1** **Turn the main power switch off. Allow at least three seconds before turning the main power switch back on.**

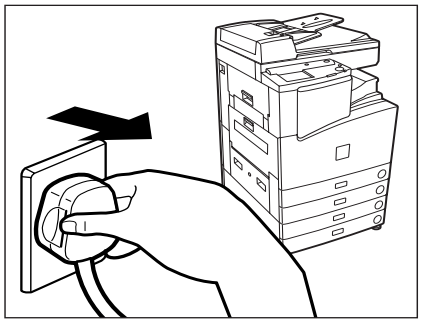



**2** **If the machine still does not operate normally, follow the procedure below, and contact your service representative.**

Turn off the main power.



Disconnect the power plug.







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NOTE

- *When you contact your service representative, have the following information on hand.*
  - *Product name*
  - *Details of the malfunction*
  - *The error code displayed on the touch panel display*





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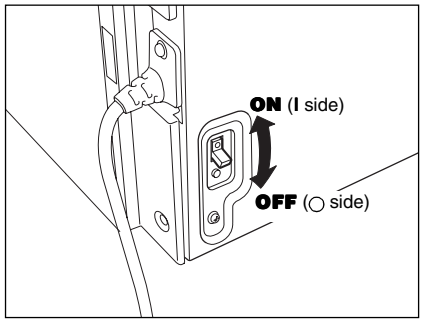
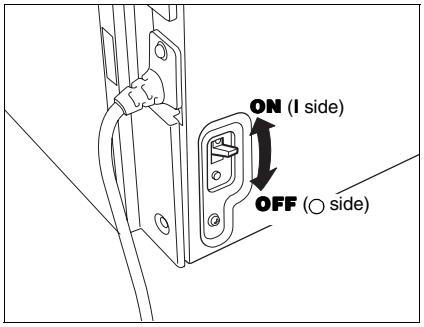
# When the Power Does Not Turn On
## (Checking the Breaker)

If the machine does not operate, even though the main power switch and the control panel switch are both ON, check that the breaker is not OFF, or between ON and OFF.
If the breaker is OFF, contact your service representative. Do not switch the breaker back ON.




**⚠ WARNING**

- **If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.**

**IMPORTANT**

- *When the breaker lever is stopped between ON and OFF, it is in an OFF state.*





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# Appendix

8
CHAPTER

## ndling Options

7
CHAPTER

chapter describes the use of options and what to do if there is a paper jam in an optional unit.

## shooting

6
CHAPTER

es what to do in response to a paper jam in the main unit or an error

7

6

5


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Envelope Feeder Attachment-B1 . . . . . 8-5
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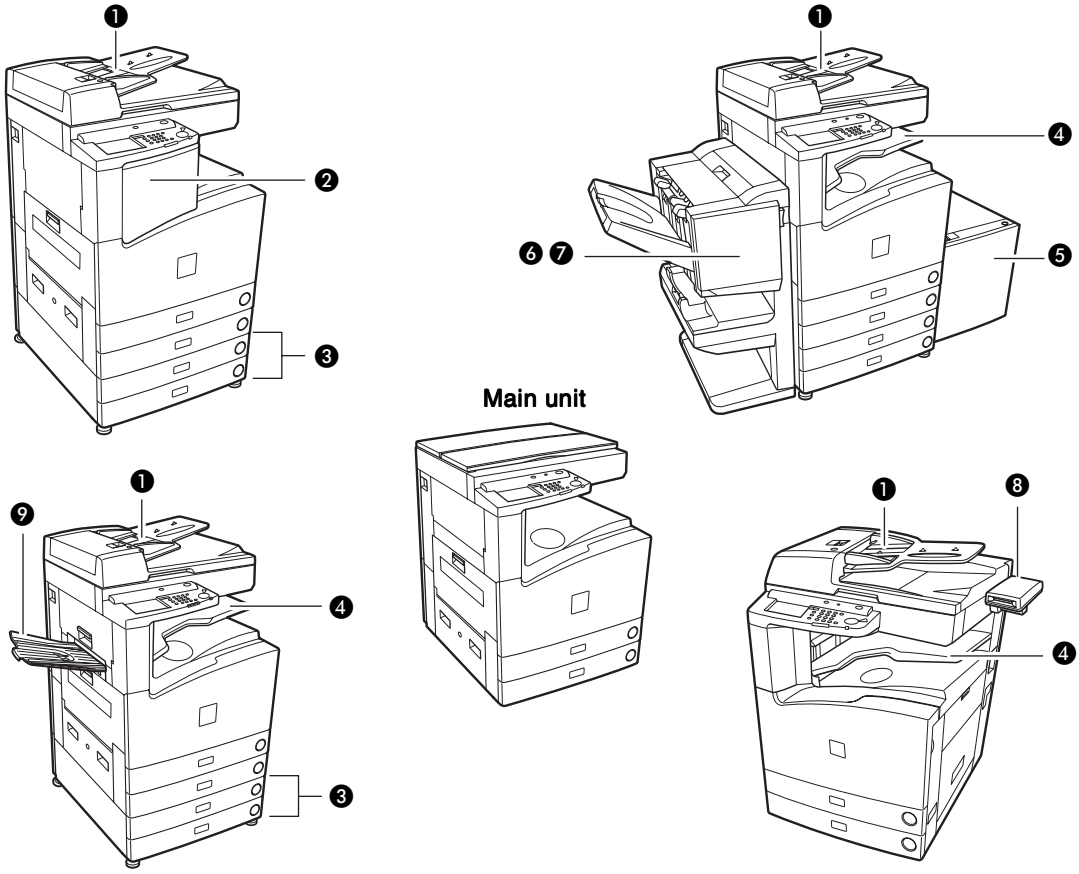
# System Configuration

The following options can be attached to the machine.




❶ Feeder (DADF-H1)
❷ Finisher-J1
❸ Cassette Feeding Unit-W1
❹ Inner 2way Tray-A1
❺ Paper Deck-L1

❻ Saddle Finisher-G1
❼ Puncher Unit-J1/Puncher Unit-G1
❽ Card Reader-C1 (Control Card)
❾ Copy Tray-F1





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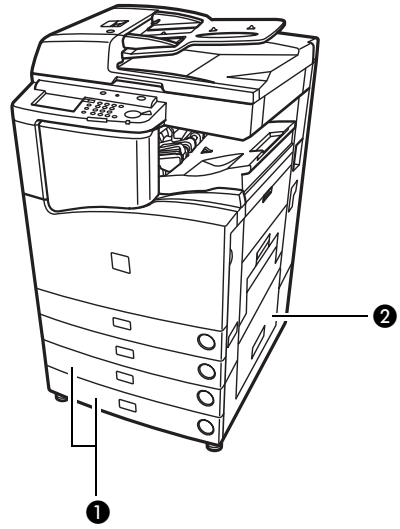
# Cassette Feeding Unit-W1

If you attach the Cassette Feeding Unit-W1 to the machine, you have two additional sources of paper for printing jobs. Up to 500 sheets of paper can be loaded in each drawer of the cassette feeding unit.

## Parts and Their Functions




**❶ Drawers**

Each drawer holds up to 500 sheets (80g/m$^2$) of copy paper.

**❷ Lower right cover**

Open to remove jammed copy paper.

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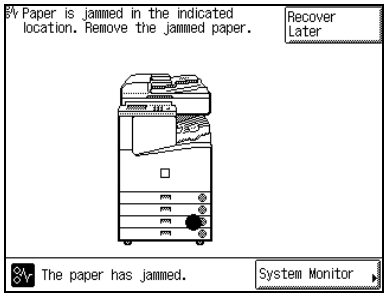
# Clearing Paper Jams in the Cassette Feeding Unit-W1

If a paper jam occurs in the Cassette Feeding Unit-W1, a display similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




## CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**





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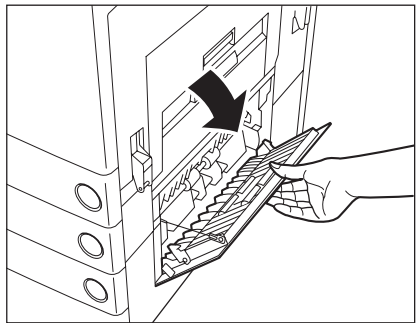
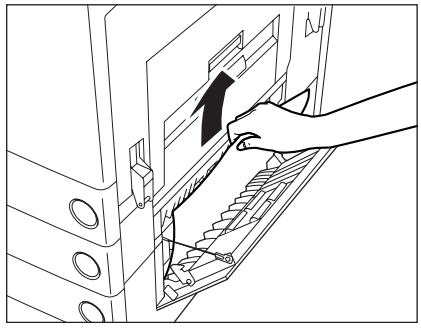
## 1 Open the lower right cover of the main unit.

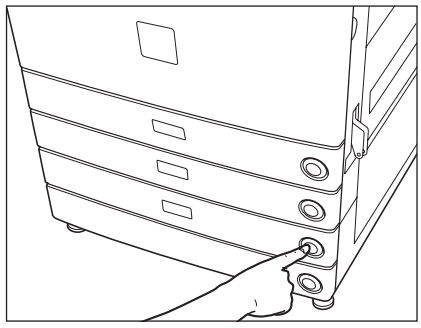
When the Paper Deck-L1 (option) is attached, move the paper deck away from the main unit before opening the cover. (See 'Paper Deck-L1,' on p. 7-9.)



## 2 Remove any jammed paper.



## 3 Press and release the paper drawer release button of the paper drawer indicated in the touch panel display.



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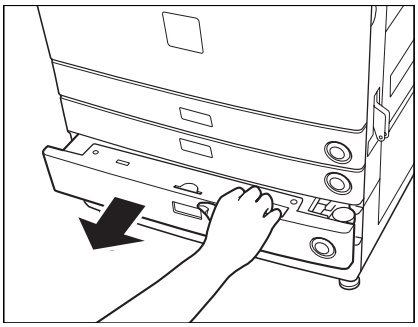
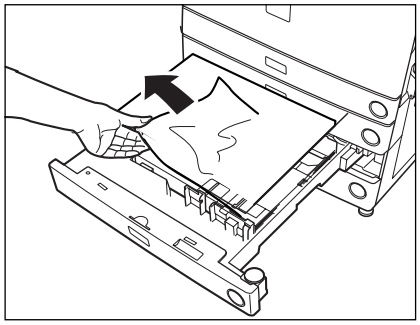
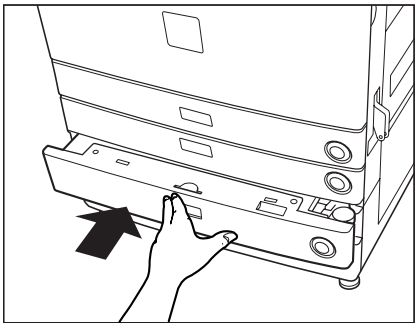
**4** Pull out the paper drawer.



**5** Remove any jammed paper.



**6** Return the paper drawer to its original position.



**⚠ CAUTION**

- **When returning the paper drawer to its original position, be careful not to catch your fingers between the top of the paper drawer and the main unit.**





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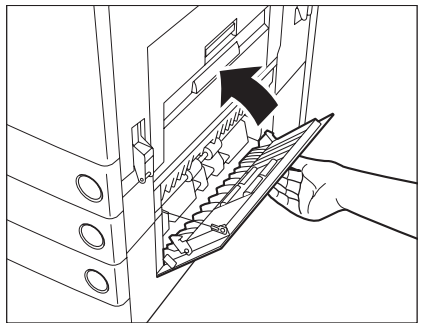
## 7 Close the lower right cover.



When the Paper Deck-L1 (option) is attached, reattach the paper deck to the main unit. (see ‘Paper Deck-L1,’ on p. 7-9.)

**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 8 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to clear the paper jam, see ‘Screen Shown When There Is a Paper Jam,’ on p. 6-2.*

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# Paper Deck-L1

If you attach the Paper Deck-L1 to the machine, you have one additional source of paper for printing jobs. Up to 2,500 sheets (80g/m$^2$) of paper can be loaded in the paper deck.

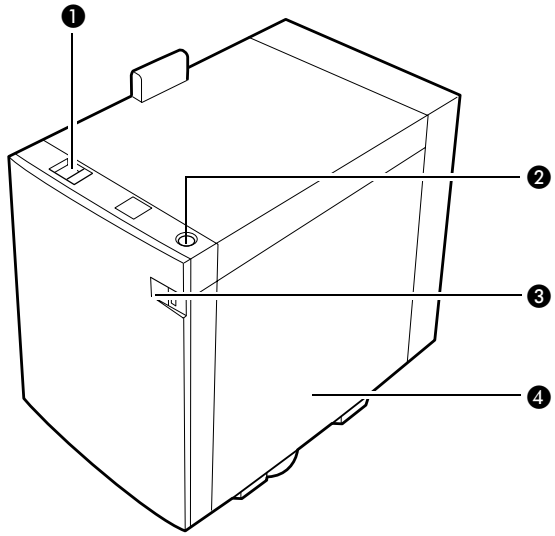
IMPORTANT

- *When the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and press the Open button.*

NOTE

- *The paper size of the Paper Deck is fixed to A4.*

## Parts and Their Functions




**1 Release lever**

Press to remove the Paper Deck from the main unit.

**2 Open button**

Press to load paper or to check for a paper jam.

**3 Paper supply indicator**

Enables you to check the amount of paper remaining in the Paper Deck.

**4 Paper deck**

Maximum 2,500 sheets (80 g/m$^2$) can be loaded.





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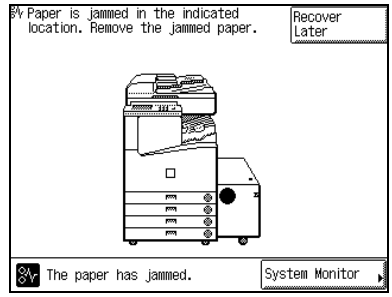
# Clearing Paper Jams in the Paper Deck-L1

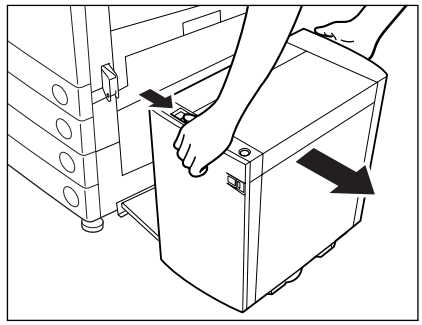
If a paper jam occurs in the Paper Deck-L1, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




## ⚠ CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

### *1* Press the release lever to remove the paper deck from the main unit.



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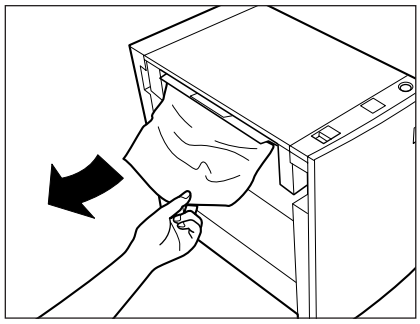
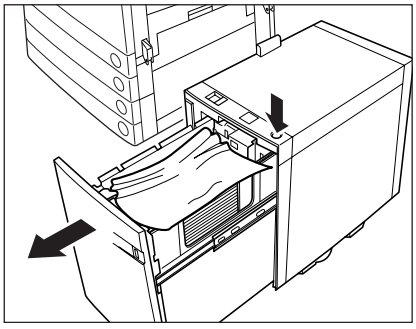
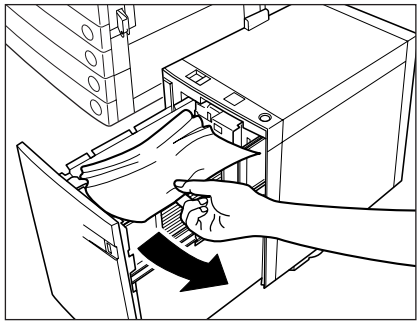
**2** **Remove any jammed paper.**



**3** **Press the Open button to open the paper deck.**



**4** **Rmove any jammed paper.**







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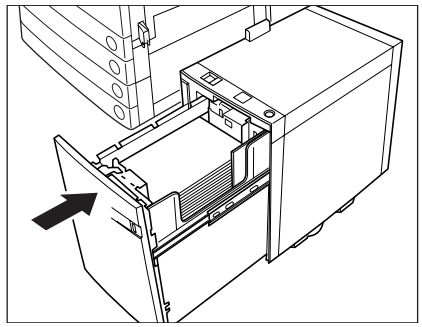
**5** **Close the paper deck and reconnect it to the main unit.**



**⚠ CAUTION**

- **When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.**

**6** **Follow the instructions on the touch panel display.**

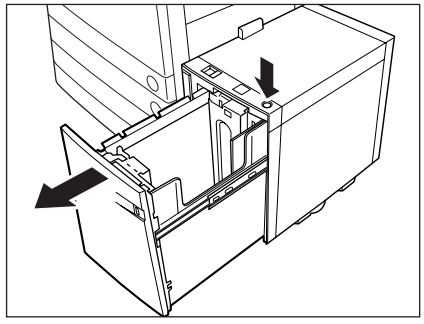
NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*



## Loading Paper in the Paper Deck

**1** **Press the Open button to open the paper deck.**

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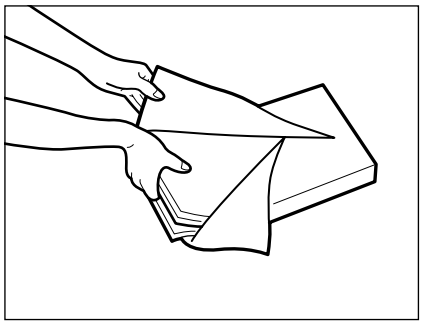
## 2 Open a package of paper, and remove the paper stack.



**CAUTION**

- **When loading paper, take care not to cut your hands on the edges of the paper.**

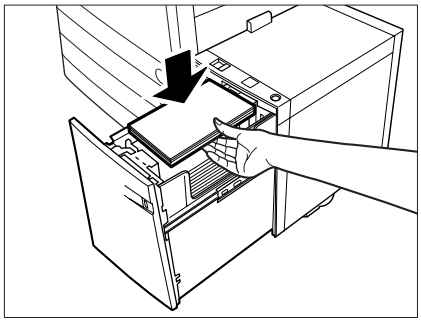
IMPORTANT

- *Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.*

NOTE

- *For high-quality print output, use paper recommended by Canon.*

## 3 Load the paper deck with the paper with its opened surface face up.







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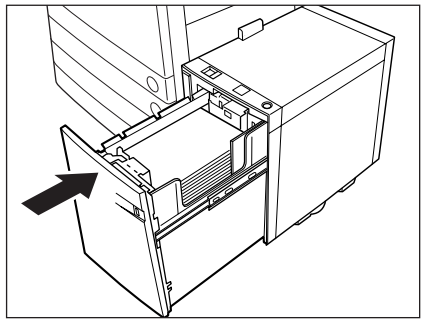
IMPORTANT

- *If the paper is curled, curl it down before placing it in the paper drawer.*
- *Make sure that the height of the paper stack does not exceed the limit mark ( ) at the back of the paper drawer.*
- *Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.*
- *Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Transparencies*
  - *Paper on which colour images have been copied*
  - *Paper which has been copied on using a digital full colour copier (do not copy on the reverse side either).*
  - *Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either).*

NOTE

- *The paper deck holds about 2,500 sheets of paper (80 g/m$^2$).*

## 4 Close the Paper Deck.



CAUTION

- **When returning the Paper Deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

NOTE

- *For details on print direction of paper already printed with logos or patterns, see 'Relation of Original Orientation and Paper Orientation,' on p. 8-9.*





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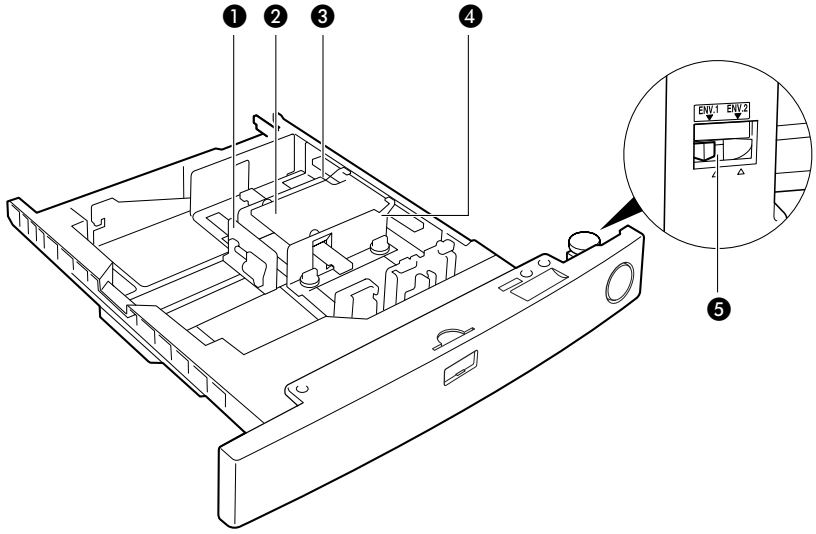
# Envelope Feeder Attachment-B1

## Parts and Their Functions

When the Envelope Feeder Attachment is attached to Paper Drawer 1:




**❶ Left guide**

Align to the length of envelopes being loaded.

**❷ Envelope receptacle**

**❸ Back width guide**

**❹ Front width guide**

**❺ Size switch**

Selects either “ENV.1” or “ENV.2” for the envelope cassette.





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# How to Use the Envelope Feeder Attachment

The following six types of envelopes can be loaded into the Envelope Feeder Attachment: COM10, Monarch, DL, ISO-B5, ISO-C5 and Yougata 4. The main unit and the Envelope Feeder Attachment are set so that COM10 envelopes can be loaded without any adjustment.

When using COM10 envelopes, load them (See 'Loading Envelopes,' on p. 7-19.) after checking the following:

- "COM10" is selected for "ENV. 1" with "Additional Functions" → "Common Settings" → "Envelope Cassette" screen.
- The guides are adjusted to hold COM10 envelopes.
- The size switch is set to <ENV. 1.>

IMPORTANT

- *Do not print on both sides of the envelope. Doing so may cause a paper jam, dirty prints, or dirt accumulation inside the machine.*
- *Do not load the following envelopes inside the envelope cassette. Doing so may cause a paper jam, dirty prints, or dirt accumulation inside the machine.*
  - *Heavily curled, creased, or folded envelopes*
  - *Very thick or thin envelopes*
  - *Damp or wet envelopes*
  - *Torn envelopes*
  - *Irregularly shaped envelopes*
  - *Envelopes with clasps or windows*
  - *Envelopes with seals closed with glue or other substances*
  - *Envelopes with holes or perforations*
  - *Envelopes with specially coated surfaces*
  - *Envelopes made of surface-treated coloured paper*
  - *Envelopes which use ink, glue, or other substances which can melt, burn, vaporize, or emit noxious gases under the heat of a fixing unit (approximately 200° C). Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.*
- *Envelopes are output into Tray B when the Saddle Finisher-G1 is attached, and into Tray A when the Inner 2way Tray-A1 is attached, even when a dedicated tray is specified.*
- *When printing on envelopes, empty the output tray when at most 10 printed envelopes accumulate in the tray.*
- *Envelopes should be stored in a place away from high temperatures and humidity.*
- *If there is a marked temperature difference between the location where the envelopes were stored and the location where the envelopes are to be printed, leave the envelopes in the printing location at room temperature before use.*
- *Correctly match the size switch and settings with Additional Functions → "Common Settings" to the envelope being loaded. Failure to do so may cause a paper jam or dirt accumulation inside the machine.*





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- *The main unit and the Envelope Feeder Attachment are set so that COM10 envelopes can be loaded without any adjustment. The guide sizes can be changed so that the following envelopes can be loaded. Using envelopes other than these can result in paper jams, dirty prints, and the inside of the machine becoming dirty.*
  - *COM10: Mailwell No.553*
  - *Monarch: Mailwell No.582*
  - *DL: Mailwell/Schneidersöne No.11345*
  - *Yougata 4: Uzumaki Y-401*
- *If you wish to use ISO-C5 or ISO-B5 envelopes, contact your service representative.*

NOTE

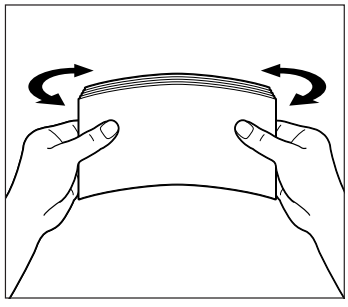
- *To use envelopes other than COM10, refer to 'Adjusting the Envelope Feeder Attachment to Hold a Different Type of Envelope,' on p. 7-23.*
- *Only the upper most cassette can be used as the envelope cassette.*
- *The allowable envelope sizes are as follows:*
  - *COM 10: 104.7 x 241.3 mm*
  - *Monarch: 98.4 x 190.5 mm*
  - *DL: 110 x 220 mm*
  - *ISO-C5: 162 x 229 mm*
  - *ISO-B5: 176 x 250 mm*
  - *Yougata 4: 105 x 235 mm*

# Before Loading the Envelopes

This section explains what you should do before loading envelopes into the drawer.

## 1 Take five or so envelopes, and loosen them as shown. Then stack them together.

Repeat this step five times.







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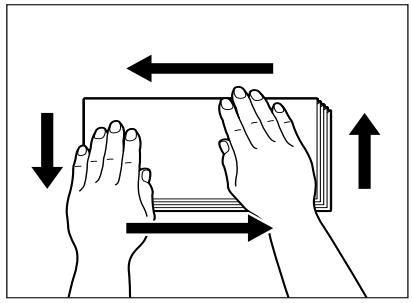
**2** **Place the envelopes on a clean, level surface and spread them out by hand in the directions of the arrows.**

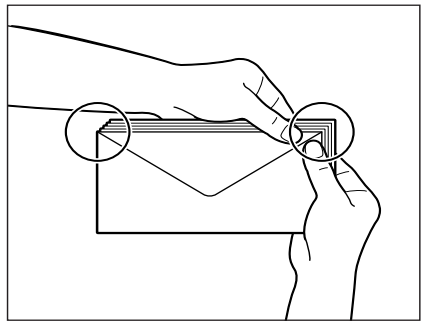
Repeat this step five times.



IMPORTANT

- *Take particular care to spread the envelopes out in the direction they will be fed.*

**3** **Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.**







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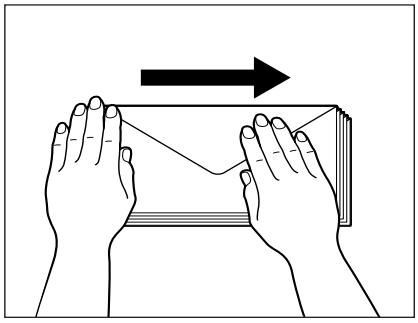
IMPORTANT

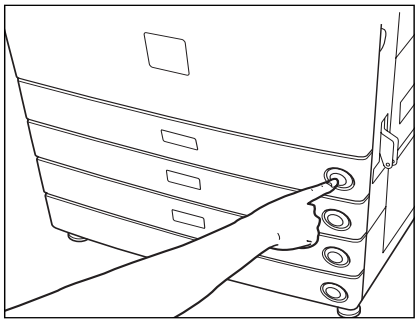
- *Do not print on the underside of the envelopes (the side with the flap).*
- *If the envelopes become filled with air, flatten them by hand before loading them in the envelope feeder attachment.*



## Loading Envelopes

This section explains how to load envelopes in the drawer.

**1** **Press and release the button of the paper drawer in which you want to load envelopes.**







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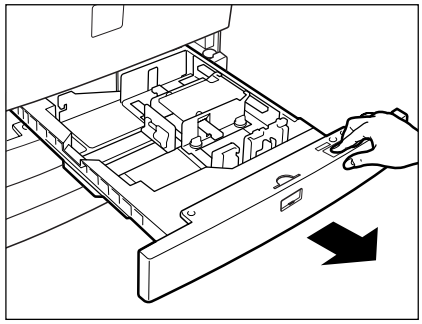
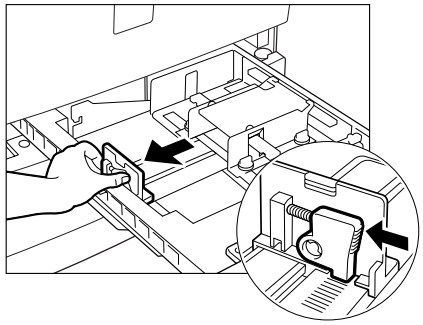
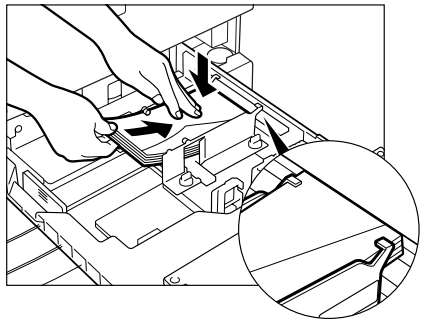
**2** Grip the handle and pull out the paper drawer until it stops.



**3** Squeeze the lever on the left guide, as shown below, and pull out the left guide as far as possible.



**4** Load the envelopes with the printing surface face down as shown below. While doing so, keep the receptacle pressed down by pressing down on the envelopes as you load them.



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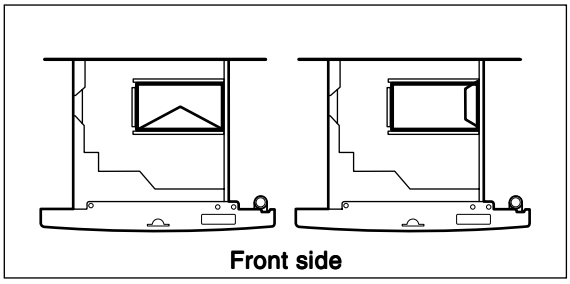
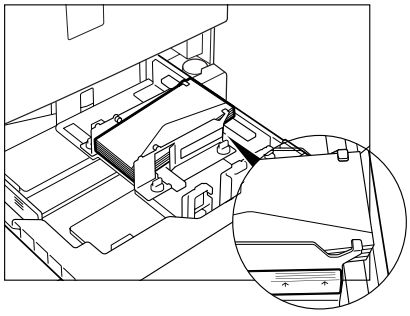
Load the envelopes in the direction shown below.




Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- *If any envelopes are curled, flatten them out before placing them in the envelope cassette.*
- *When the Saddle Finisher-G1 is attached, print by setting the Image Orientation Priority to "Off" in the Additional Functions screen.*
- *Do not allow the number of envelopes (height) loaded in the cassette to fall below the height limit mark ( ).*
- *The maximum height (quantity) of envelopes that can be loaded in the cassette is about 30 mm.*
- *Though the maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, 30 mm is about 50 envelopes.*





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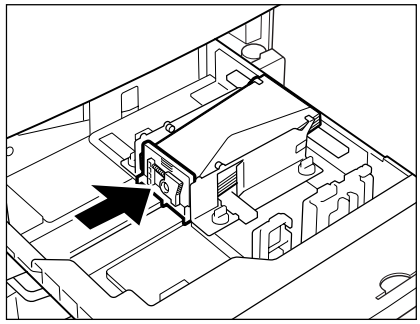
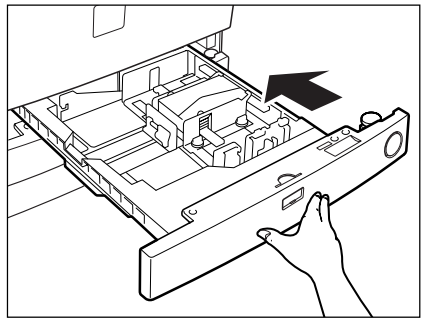
**5** **Squeeze the lever on the left guide, and set the left guide at the trailing edge of the envelopes.**



**6** **Gently slide the paper drawer back into the machine until it clicks into place in the closed position.**



**CAUTION**

- **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- *Never place paper or any other items in the open part of the paper drawer next to the envelopes. Doing so may cause paper jams.*

NOTE

- *When output has been canceled due to insufficient paper, load the envelopes and follow the instructions displayed on the touch panel display. The machine resumes output of prints.*





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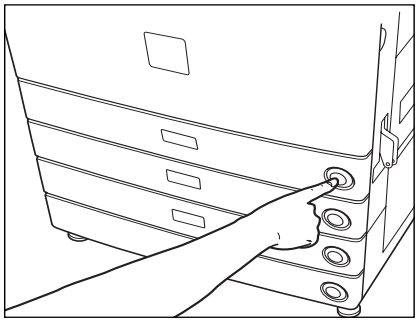
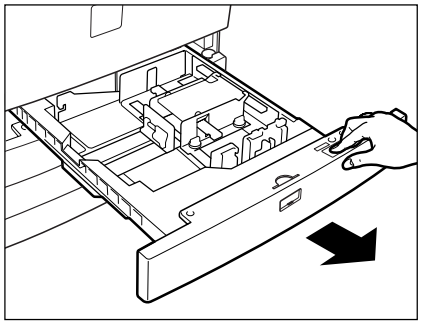
# Adjusting the Envelope Feeder Attachment to Hold a Different Type of Envelope

This section explains how to load envelopes of types other than the one currently specified in the Additional Function screen.

**1** **Press and release the button of the paper drawer in which you want to load envelopes.**



**2** **Grip the handle and pull out the paper drawer until it stops.**







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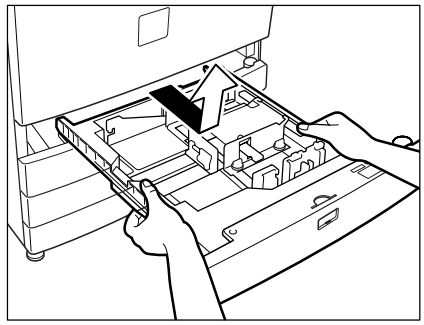
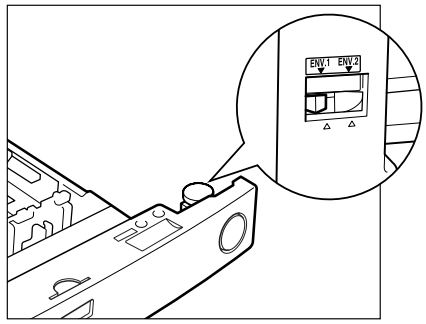
**3** **Pull out the paper drawer by lifting it, holding the left and right sides of the paper drawer with both hands.**



**4** **Select either <ENV.1> or <ENV.2> for the envelope cassette.**




- **When selecting <ENV.1>**

  Set the size switch to <ENV.1>.
  - This allows the envelope stored to <ENV.1> in the Set Envelope Cassette setting in the Additional Functions screen to be loaded.

**When selecting <ENV.2>**

Set the size switch to <ENV.2>.
- This allows the envelope stored to <ENV.2> in the Set Envelope Cassette setting in the Additional Functions screen to be loaded.

NOTE
- *The default settings are as follows:*
  - *ENV.1: COM 10*
  - *ENV.2: COM 10*
- *To change the stored envelope setting, see 'Registering the Envelope Feeder Attachment,' on p. 3-23.*

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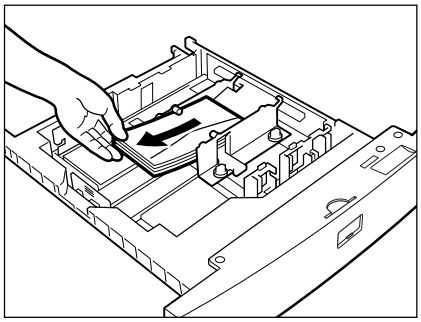
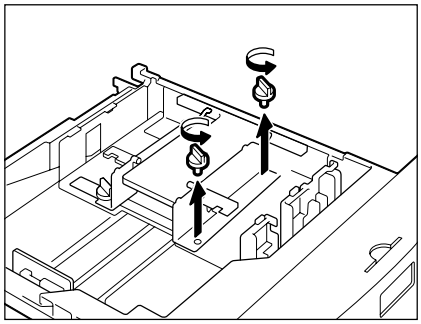
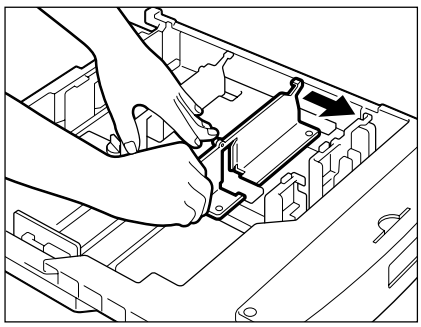
**5** **Pull out the left guide, and remove all envelopes already loaded in the drawer.**



**6** **Loosen the two screws fixing the front width guide of the cassette.**



**7** **As shown below, push down on the envelope receptacle, and move the front width guide so that they are aligned with the mark for the desired type of envelope.**







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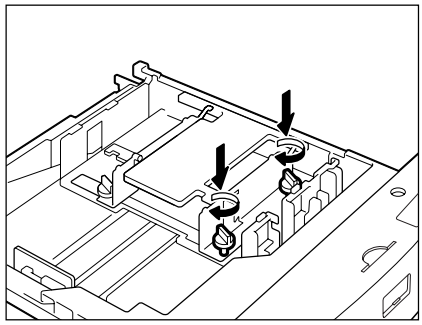
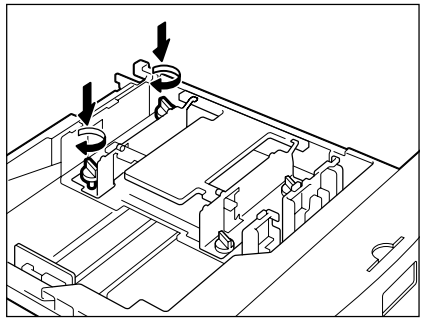
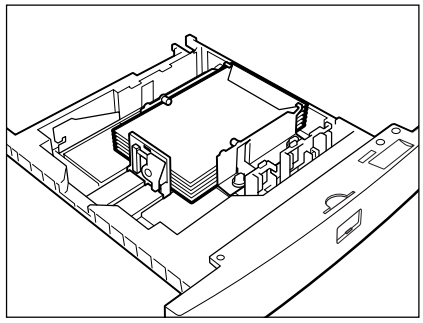
**8** **Fix the front width guide of the cassette in place, using the screws.**



**9** **Adjust the back width guide of the cassette, as in steps 7 and 8.**



**10** **Load the envelopes.**



**11** **After checking the size switch, store the envelope type on the Additional Functions screen.**

For details on how to do this, see 'Registering the Envelope Feeder Attachment,' on p. 3-23.

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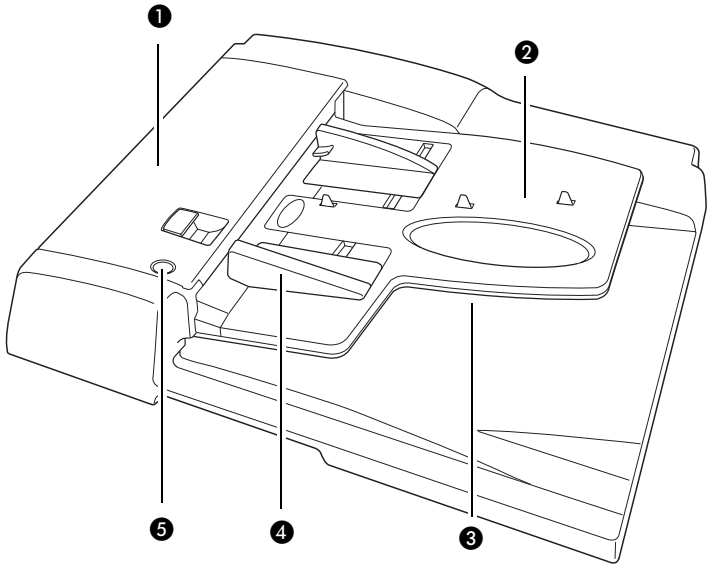
# Feeder (DADF-H1)

With this feeder attached, you can place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying. Originals can also be automatically reversed to make two-sided copies from two-sided originals.

IMPORTANT

- *If the paper delivery slot is blocked, printing may not be performed correctly. Therefore, do not place objects in the original output area.*

## Parts and Their Functions




**1 Feeder cover**
**2 Original supply tray**
**3 Original output area**

**4 Slide guide**
**5 Original set indicator**
Lights when originals are placed in the original supply tray.





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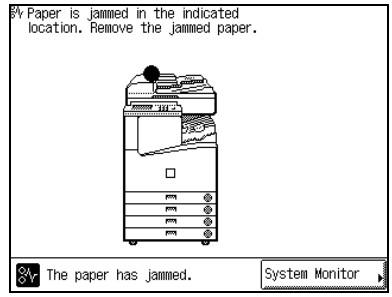
# Clearing Paper Jams in the Feeder

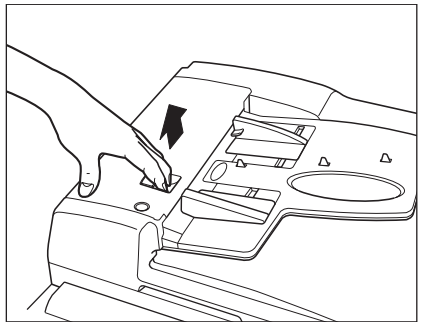
If a paper jam occurs in the feeder, a display similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




**CAUTION**

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## *1* Open the upper cover of the feeder.



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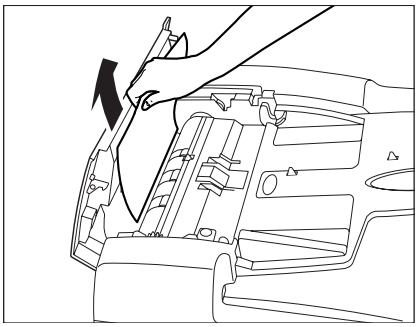
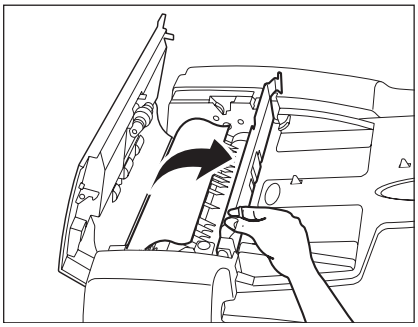
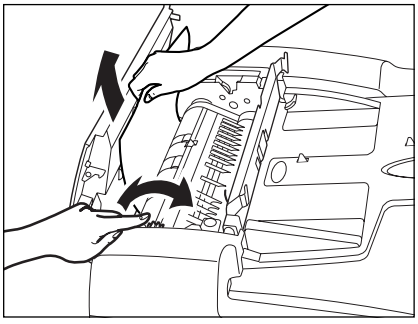
**2** **Remove any jammed originals.**



**3** **Open the middle cover, holding the knob in the front.**



**4** **Turn the knob and remove any jammed original.**







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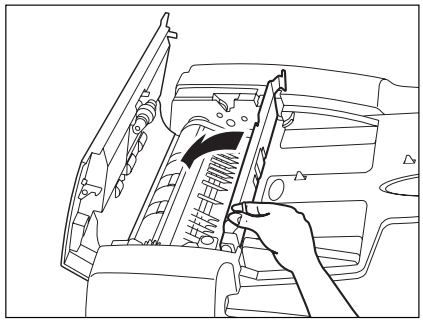
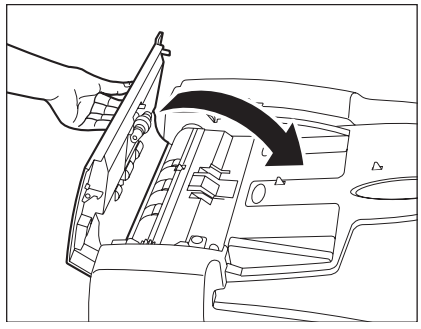
## 5 Close the middle cover.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 6 Once you have removed all of the jammed original, close the upper cover of the feeder.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**





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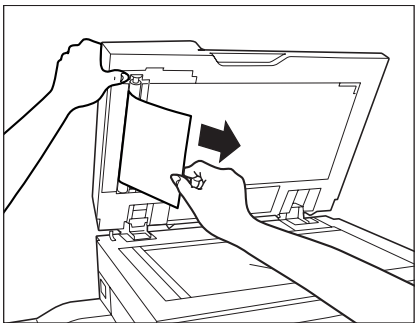
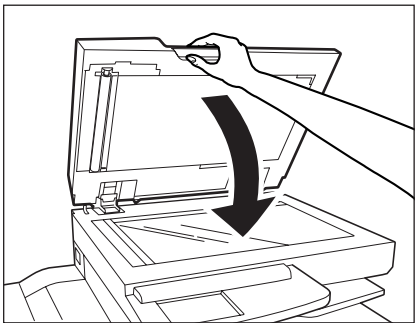
**7** **Open the feeder, and remove any jammed originals.**



**8** **Close the feeder.**



**9** **Follow the instructions on the touch panel display.**

NOTE

- *For details of the screen indicating how to remove the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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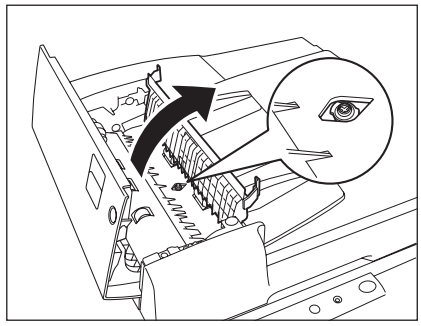
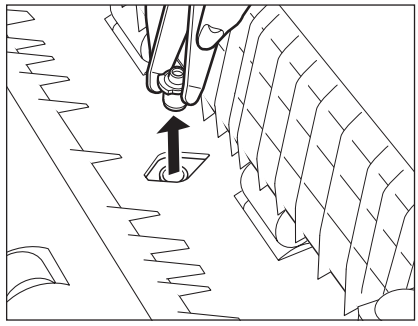
# Replacing the Stamp Cartridge (When the Fax Function Is Installed)

Originals sent by fax via the feeder attached to this machine, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or is no longer visible.

**1** **Open the upper feeder cover, and open the inner cover.**



**2** **Remove the old stamp cartridge, using tweezers.**







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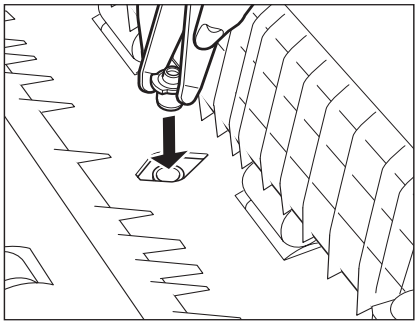
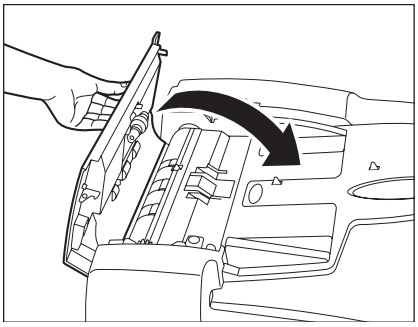
**3** **Push the new stamp cartridge in until it clicks, using tweezers.**



IMPORTANT

- *Make sure that the stamp cartridge is not protruding from the surface.*
- *Set the stamp cartridge properly, or it may cause paper jams.*

**4** **Gently close the inner cover, and close the feeder cover.**







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# Finisher-J1

The Finisher-J1 is equipped with the following functions: Collate, Group, Offset, and Staple modes. (See 'Finishing Functions,' on p. 7-35.)

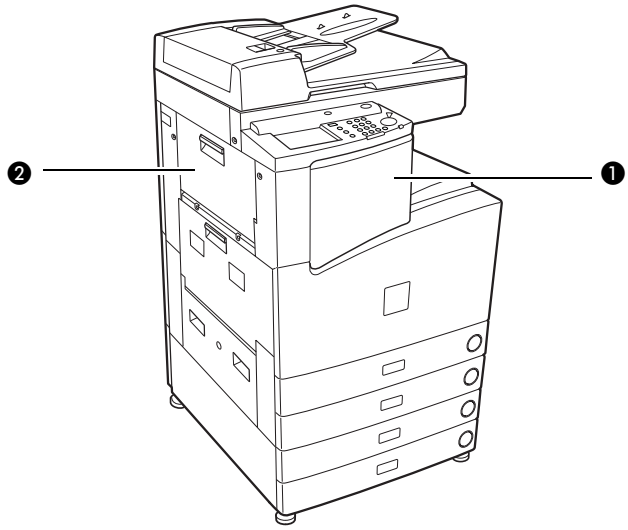
IMPORTANT

- *When the machine is operating in the Transparency Interleaving mode, the Collate, Group, or Staple mode cannot be set .*

NOTE

- *When feeding large-size paper, such as A3, or A4R, pull out the auxiliary tray.*

## Parts and Their Functions




**❶ Front cover**

Open this cover to replace the staple case in the stapler unit, or when a staple jam occurs.
(See 'Replacing the Staple Case in the Stapler Unit,' on p. 7-63, 'Removing Jammed Staples from the Stapler Unit,' on p. 7-43.)

**❷ Upper left cover**

Open to remove jammed copy paper.
(See 'Clearing Paper Jams in the Finisher-J1,' on p. 7-37.)

**CAUTION**

- **If you open the front cover of the main unit while the front cover of the Finisher-J1 is open, the front cover of the finisher may close. Take care, as this may result in injury.**

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# Finishing Functions

The Finisher-J1 is equipped with the following functions:

### ■ Collate Mode

This function automatically collates print sets into page order before they are delivered.

### ■ Group Mode

This function outputs all prints of the same page in one set, and slightly shifts the output position of print sets to make them easier to handle.

NOTE

- *The output tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the tray, printing stops temporarily. Remove all the paper from the output tray, and the remaining printing will restart.*

### ■ Offset Mode

This function outputs paper shifted to the front.

NOTE

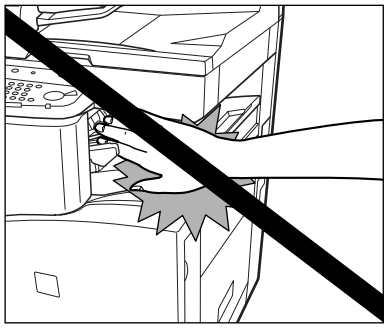
- *These functions shift each set of output paper about 20 mm before delivery, when the Offset function has been set.*

### ■ Staple Mode

This function automatically collates print sets into page order, staples the sets, and outputs them.

**CAUTION**

- **Do not place your hand in the part of the tray where stapling is performed while a finisher is attached, as this may result in personal injury.**







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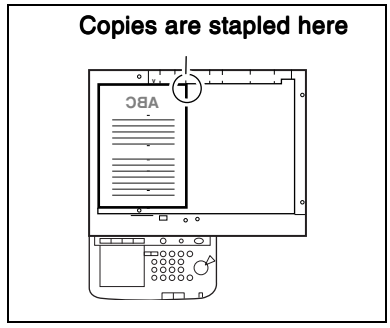
IMPORTANT

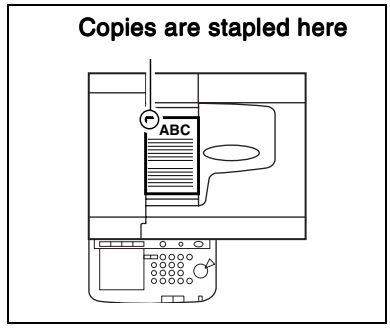
- *The output tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the tray, or after 30 sets of prints have been delivered, printing stops temporarily. Remove all the paper from the output tray, and the remaining printing and stapling will restart.*
- *You cannot staple heavyweight paper, envelopes, transparencies, labels, tracing paper, or letterheads.*
- *The following paper can be stapled: A3, A4, A4R.*
- *Remove all the paper from the output tray before stapling.*

NOTE

- *Copies are stapled in the following places:*
  - *When an original is placed on the platen glass:*




  - *When originals are placed in the feeder:*




- *If the number of sheets in one set exceeds 15 (for A3-size), or 30 (for A4, and A4R-size), stapling will not be performed. Only collating will be performed.*
- *If the machine stops during stapling and <Load staples> is displayed, it means that almost all of the staples have been used up and the staple case must be replaced. To proceed, replace the staple case. (See 'Replacing the Staple Case in the Stapler Unit,' on p. 7-63.)*

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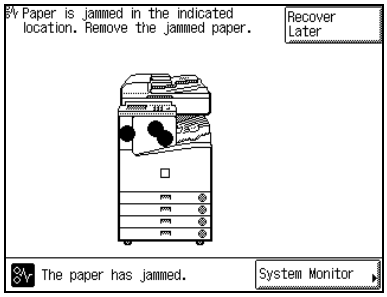
# Clearing Paper Jams in the Finisher-J1

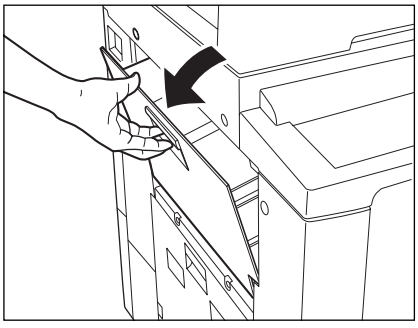
If a paper jam occurs when using the finisher, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




**CAUTION**

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## *1* Open the upper left cover of the finisher.







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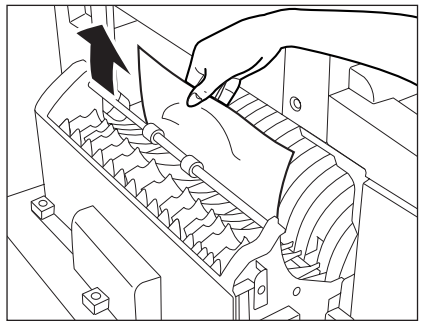
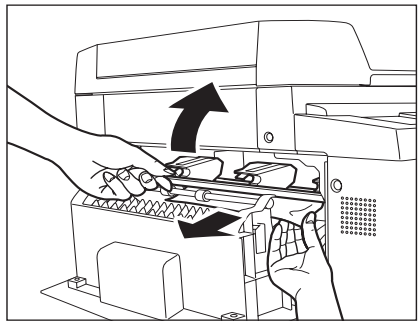
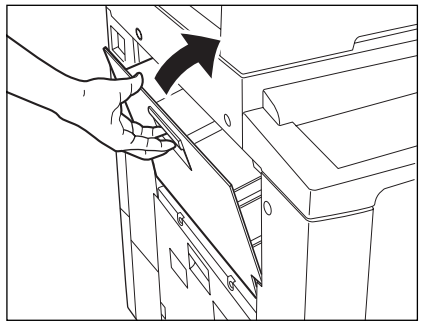
**2** Remove any jammed paper.



**3** Lift the inner guide, and remove any jammed paper.



**4** Close the upper left cover of the finisher.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**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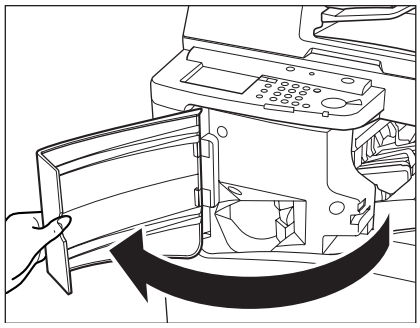
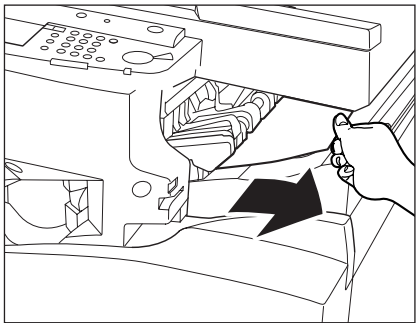
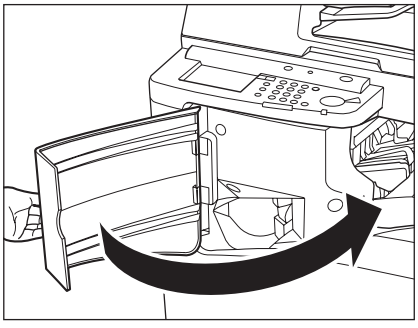
**5** Open the front cover of the finisher.



**6** Remove any jammed paper.



**7** Close the front cover of the finisher.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**





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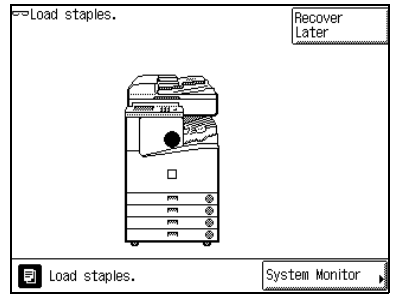
## 8 Follow the instructions in the touch panel display.

NOTE

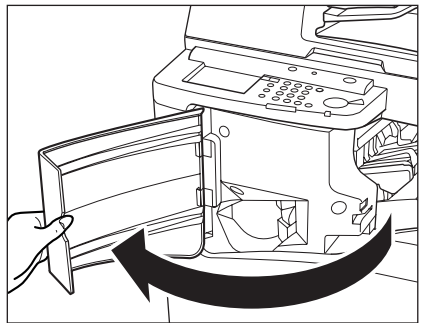
- *For details of the screen indicating how to remove the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*

# Replacing the Staple Case in the Stapler Unit

When the finisher is almost out of staples and the staple case must be replaced, a display similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple case.




## 1 Open the front cover of the finisher.



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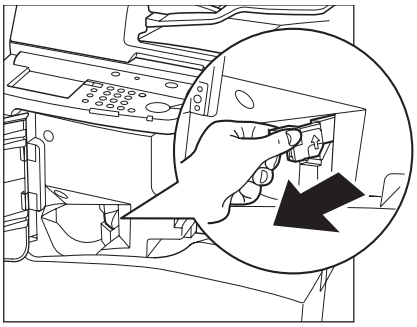
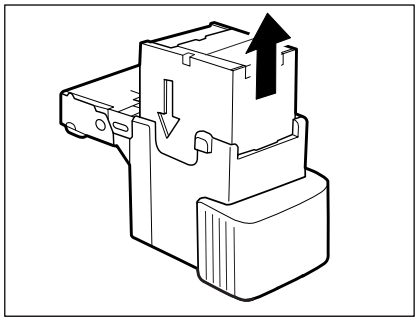
## 2 Pull out the staple cartridge, holding it by its left and right sides.

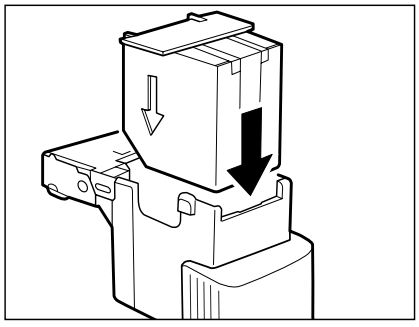


## 3 Pull out the empty staple case, holding it by its left and right sides.

Place the staple cartridge, as shown below, and pull out the staple case.



## 4 Insert the new staple case.



IMPORTANT

- *Use only the special staple case intended for use with this machine.*





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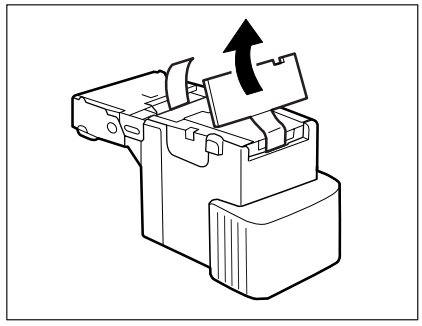
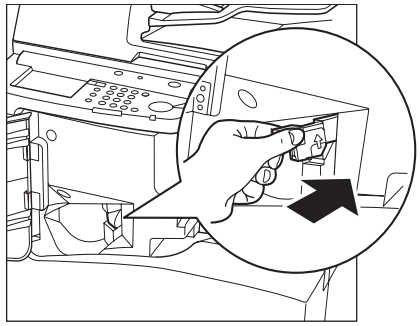
NOTE

- *Only one staple case can be inserted at a time.*

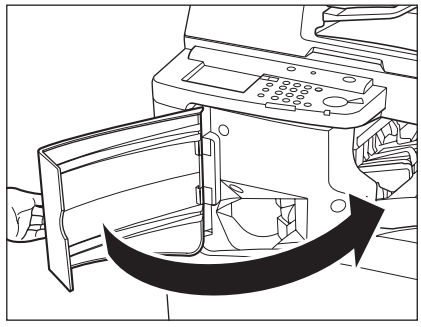
**5** **Remove the seal fixing the staples by pulling it straight out.**



**6** **Gently push the staple cartridge back into the finisher.**



**7** **Close the front cover of the finisher.**







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**CAUTION**

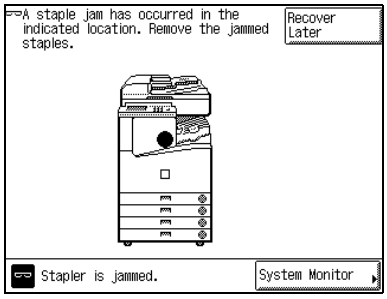
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

NOTE

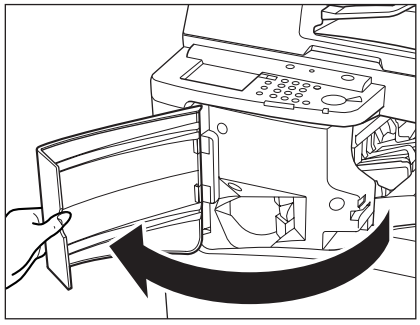
- *When you close the cover, the stapler unit automatically performs a "dry" stapling operation several times to reposition the staples.*

## Removing Jammed Staples from the Stapler Unit

If a staple jam occurs, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove any jammed staples.


A staple jam has occurred in the indicated location. Remove the jammed staples.
Recover Later
Stapler is jammed.
System Monitor

### 1 Open the front cover of the finisher.







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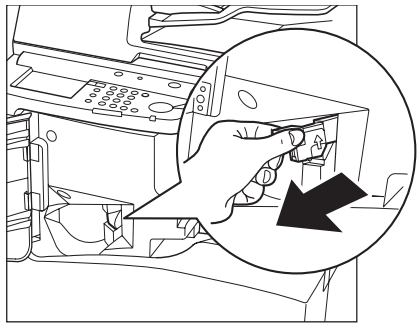
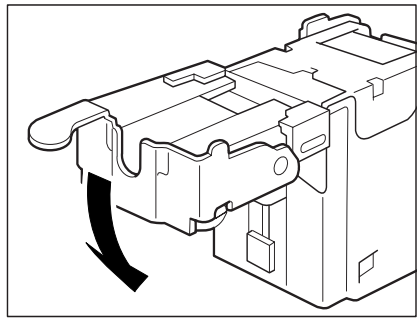
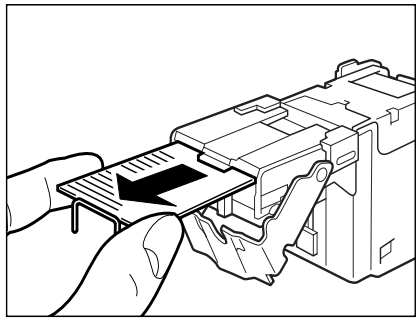
**2** **Pull out the protruding staple cartridge, holding it by its left and right sides.**



**3** **Lower the knob of the staple cartridge.**



**4** **Remove all of the staples that slide from the staple case.**



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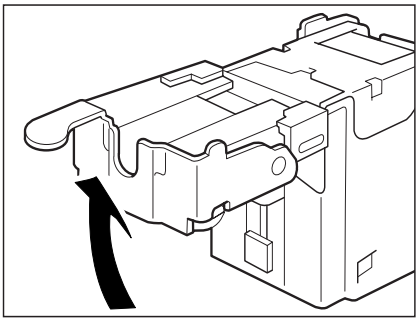
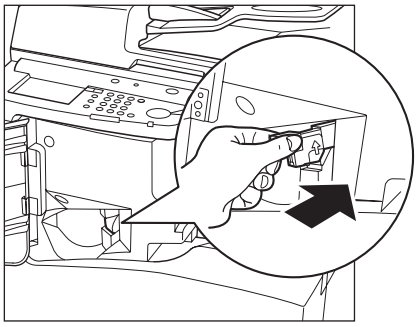
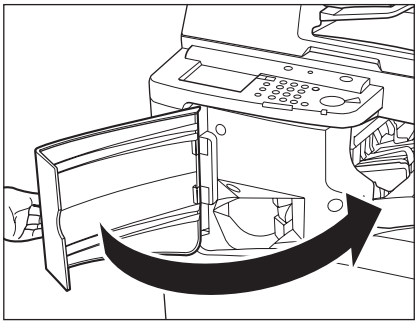
**5** Return the knob of the staple cartridge to its original position.



**6** Push the staple cartridge back firmly into the finisher.



**7** Close the front cover of the finisher.



**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**





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NOTE

- *When you close the cover, the stapler unit automatically performs a “dry” stapling operation several times to reposition the staples.*

## Consumables

Use only the staple cases recommended for use in this machine.

NOTE

- *We recommend that you order staple cases from your service representative before the machine runs out of them.*




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# Saddle Finisher-G1/Puncher Unit-J1/ Puncher Unit-G1

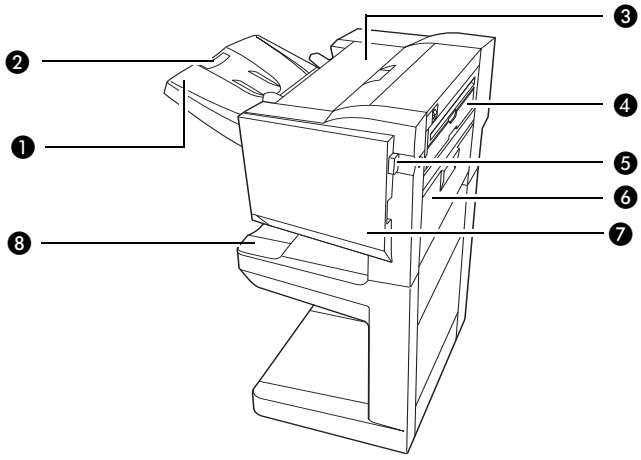
The Saddle Finisher-G1/Puncher Unit-J1/Puncher Unit-G1 is equipped with the following functions: Collate, Group, Offset, Staple, Saddle Stitch, and Hole Punch modes. (See 'Finishing Functions,' on p. 7-48.)

When the Saddle Finisher-G1 is attached, the Inner 2way Tray-A1 is mandatory.

NOTE

- *When feeding A3-size paper, pull out the auxiliary tray.*

## Parts and Their Functions




**1 Output tray**

Paper are output to this tray. You can assign the output of specified function setting designated trays. (See 'Setting a Dedicated Tray for Each Function,' on p. 3-21.)

**2 Auxiliary tray**

**3 Upper cover**

Open to remove jammed paper. (See 'Clearing Paper Jams in the Saddle Finisher-G1,' on p. 7-52.)

**4 Punch waste tray**

Take this out when discarding the punch waste. (See 'Removing Punch Waste,' on p. 7-70.)

**5 Release button**

Press to remove the finisher from the main unit.

**6 Right cover**

Open to remove jammed copy paper. (See 'Clearing Paper Jams in the Saddle Stitcher Unit,' on p. 7-55.)

**7 Upper front cover**

Open this cover to replace the staple case in the staple unit, or when a staple jam occurs. (See 'Replacing the Staple Case in the Stapler Unit,' on p. 7-63, 'Removing Jammed Staples from the Stapler Unit,' on p. 7-59.)

**8 Booklet tray**

The paper that is folded and stapled at the centre to form a booklet is delivered to this tray.





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# Finishing Functions

The Saddle Finisher-G1, Puncher Unit-J1 and Puncher Unit-G1 are equipped with the following functions:

### ■ Collate Mode

This function automatically collates print sets into page order before they are delivered.

### ■ Group Mode

This function outputs all prints of the same page in one set and slightly shifts the output position of print sets to make them easier to handle.

NOTE

- *When the Collate or Group mode is set, the tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the tray, the paper is automatically delivered to another acceptable tray. When the paper reaches the stacking limit of all the acceptable trays, printing stops temporarily. After you remove the delivered paper from the tray, the tray moves up the corresponding distance and printing of the remaining sets restarts.*

### ■ Offset Mode

This function outputs papers shifted to the front.

NOTE

- *These functions shift each set of output paper about 20 mm before delivery, when the Collate function or Group function has been set with "Shift" being pressed, and copies are made or prints output from a computer.*

### ■ Staple Mode

This function automatically collates print sets into page order, staples the sets, and outputs them.

**CAUTION**

- **Do not put your hand in the tray's stapling area when the machine is equipped with the Finisher. Doing so may result in injury.**

IMPORTANT

- *Heavyweight paper, envelopes, transparencies, labels, and tracing paper are output to Tray B. (You cannot staple them.)*
- *You cannot corner-staple or double-staple A5 or A5R-size paper.*
- *The output tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the output tray, printing stops temporarily. Remove all the paper from the tray, and the remaining printing and stapling will restart.*
- *Do not pull copies out of the output area while they are being stapled. Remove the copies after they are output into the output tray.*





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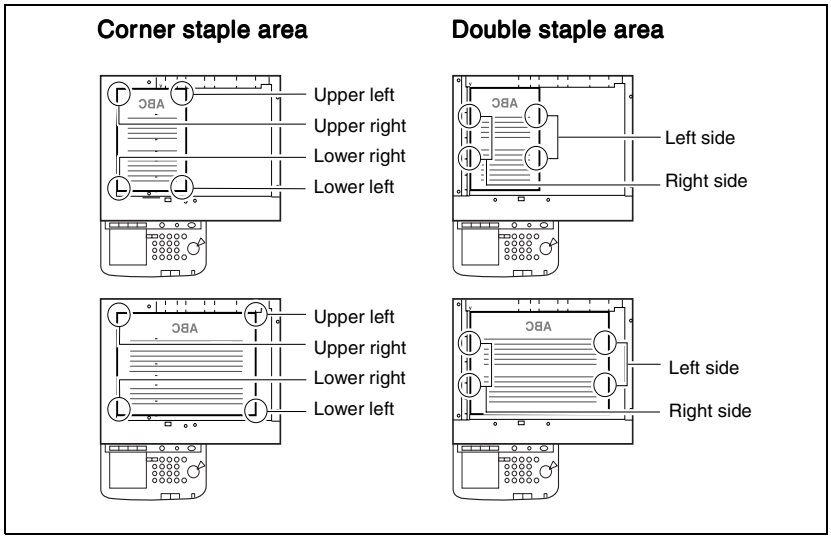
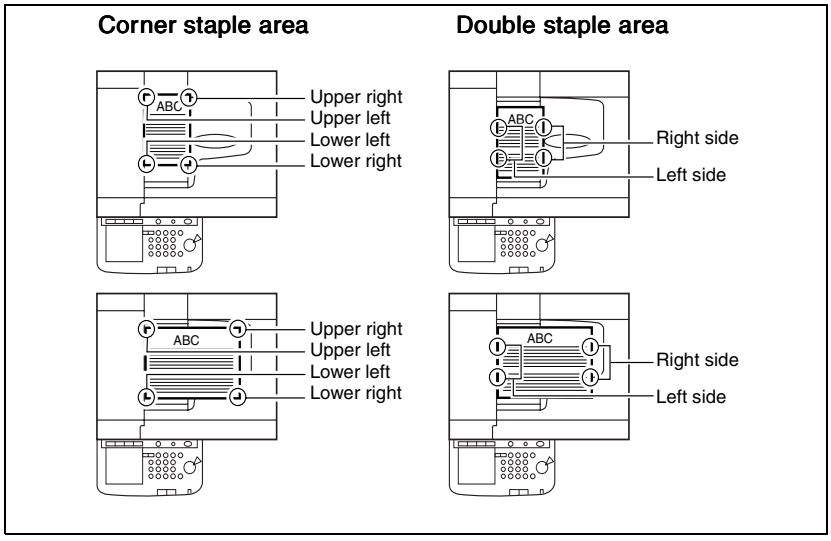
NOTE

- *Copies are stapled in the following places:*
  - *When an original is placed on the platen glass:*




  - *When originals are placed in the feeder:*




- *If the number of sheets in one set exceeds 25 (for A3 size) or 50 (for A4 and A4R size), stapling will not be performed. Only Collating will be performed.*
- *If the machine stops during stapling and <Load staples> is displayed, it means that almost all of the staples have been used up and the staple case must be replaced. To proceed, replace the staple case. (See 'Replacing the Staple Case in the Stapler Unit,' on p. 7-63.)*





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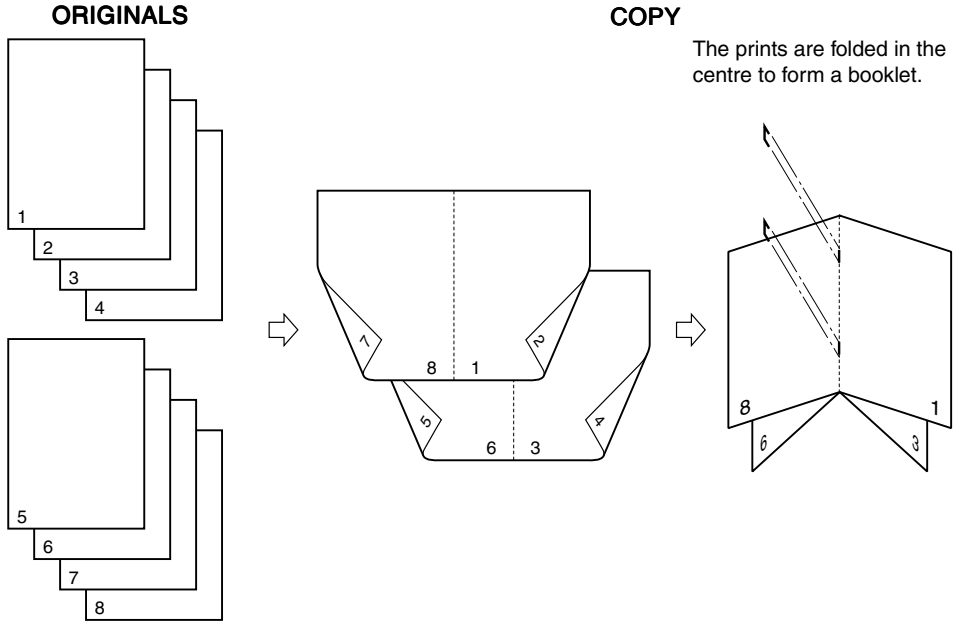
## ■ Saddle Stitching Mode

This function enables you to make booklets, consisting of pages folded and stapled at the centre.




IMPORTANT

- *The maximum number of sheets that can be saddle stitched is 10 (40 pages).*
- *The paper sizes that can be saddle stitched are A3 and A4R.*
- *To perform Saddle Stitching A3, pull out the auxiliary tray of the booklet tray.*
- *When the Saddle Stitching mode is set, folds may appear differently according to the type of paper and/or the number of sheets to be saddle stitched.*

## ■ Punch Mode

This function punches holes (2 or 4 holes) in the printed sheets.

IMPORTANT

- *You cannot punch holes in A4R (when puncher Unit-G1/H1 are attached), A5, A5R-size paper.*
- *Holes cannot be punched in transparencies, tracing paper, labels, heavyweight paper, bond paper, or letterheads.*
- *This function is only available when the Finisher is equipped with the Puncher Unit-J1 and Puncher Unit-G1.*
- *The number of holes vary depending on the puncher unit attached.*
  - *Puncher Unit-J1: 2 holes*
  - *Puncher Unit-G1: 4 holes*





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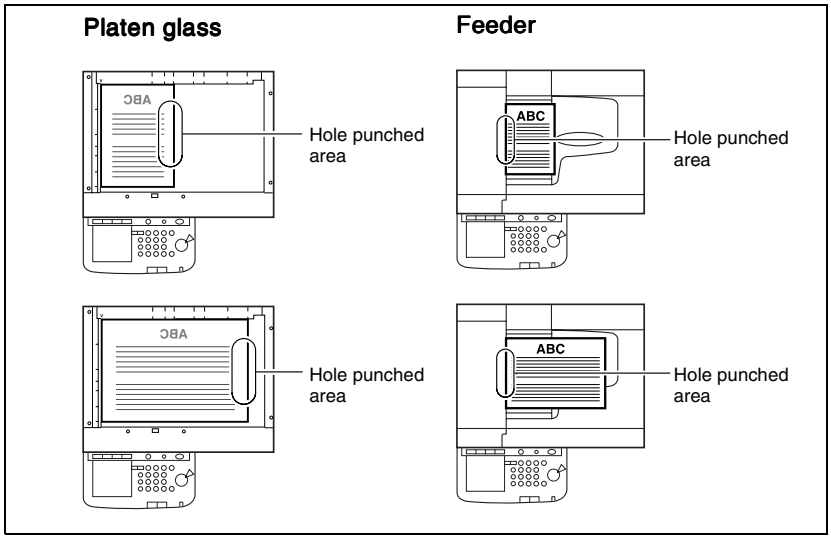
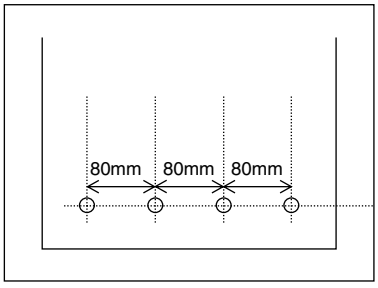
NOTE

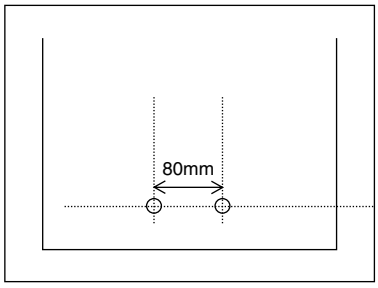
- *The hole punched area is shown below.*




- *The distance between the punch holes is shown in the illustration below.*




**When the Puncher Unit-G1 is attached.**




**When the Puncher Unit-J1 is attached.**





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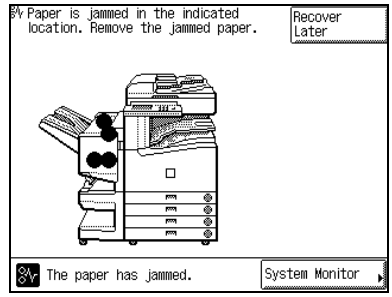
# Clearing Paper Jams in the Saddle Finisher-G1

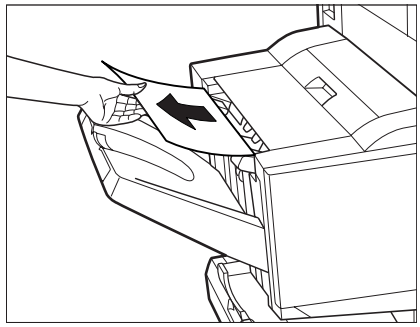
If a paper jam occurs when using the finisher, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




## CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## *1* Remove any paper protruding from the output tray.



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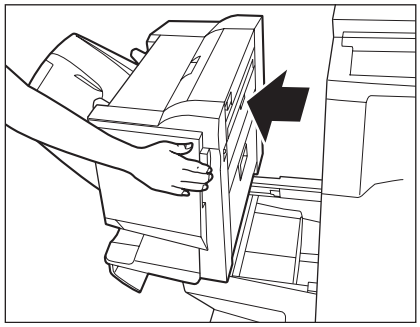
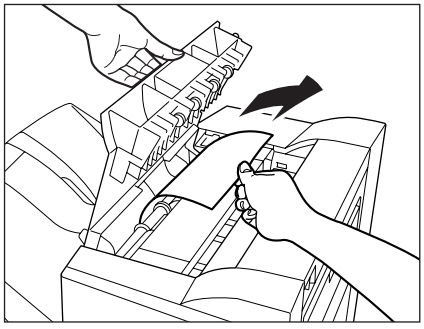
IMPORTANT

- *When making prints with the Staple mode, do not remove the output sheets not yet stapled. (Stapling will be performed after removing the jammed paper.)*

**2** **Move the finisher away from the main unit.**



**3** **Open the top cover of the finisher, and remove any jammed paper.**







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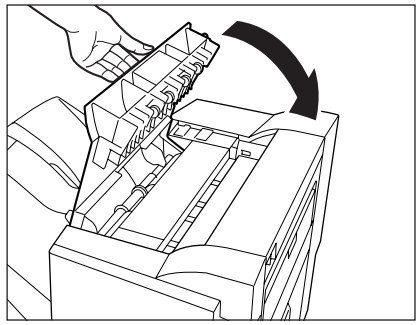
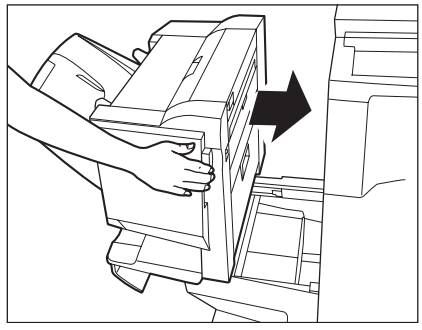
## 4 Close the top cover of the finisher.



**CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 5 Connect the finisher to the main unit.



**CAUTION**

- **When returning the finisher to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

## 6 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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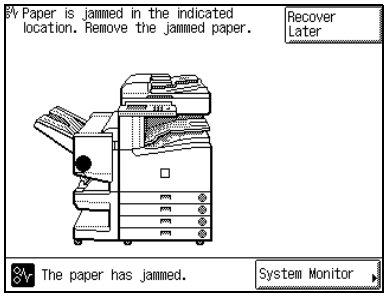
# Clearing Paper Jams in the Saddle Stitcher Unit

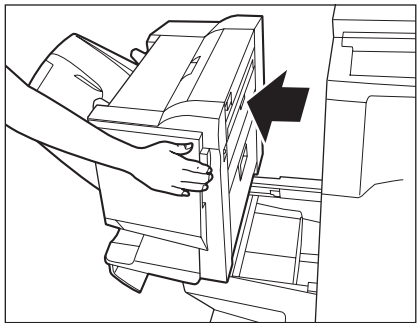
If a paper jam occurs while the Booklet mode was set and the machine was using the Saddle Finisher-G1, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.




**CAUTION**

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## *1* Move the finisher away from the main unit.







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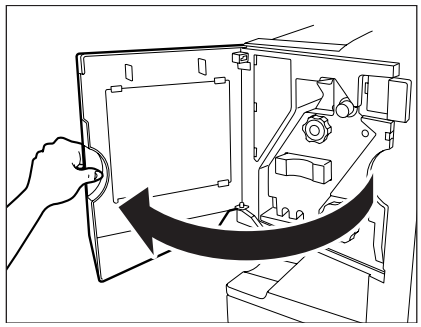
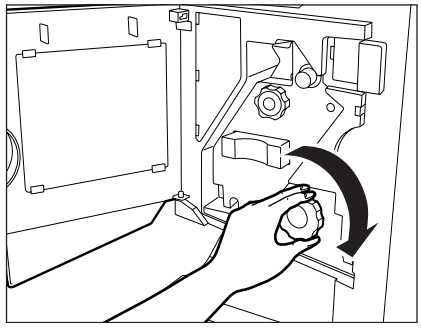
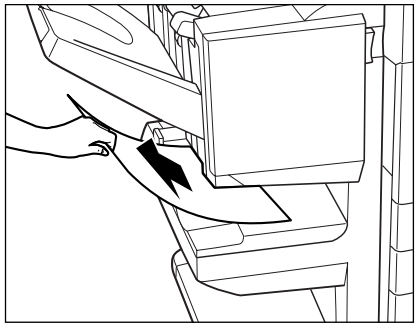
**2** **Open the front cover of the finisher.**



**3** **Turn the lower knob to the right.**



**4** **Remove any jammed paper.**



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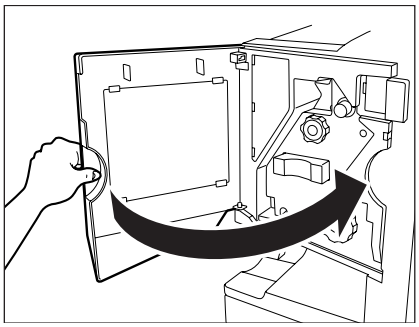
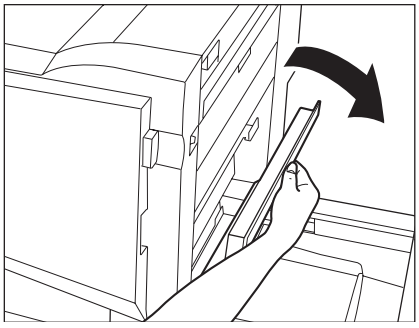
## 5 Close the front cover of the finisher.



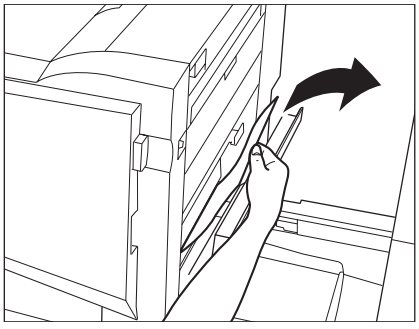
**⚠ CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 6 Open the right cover of the finisher.



## 7 Remove any jammed paper.







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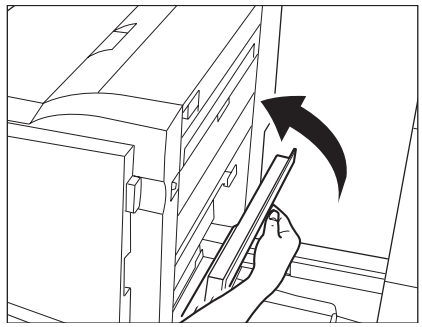
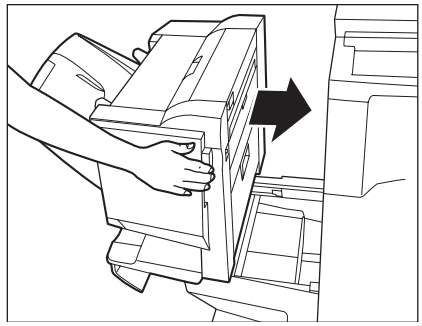
## 8 Close the right cover of the finisher.



**CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 9 Connect the finisher to the main unit.



**CAUTION**

- **When returning the finisher to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

## 10 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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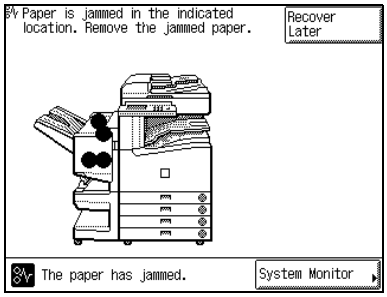
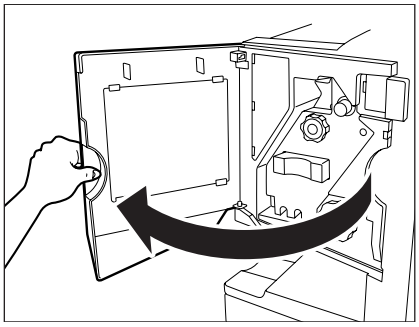
# Removing Jammed Staples from the Stapler Unit

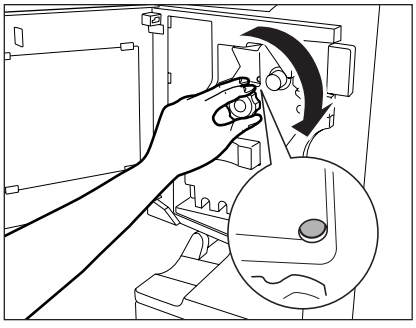
If a staple jam occurs, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below, to remove any jammed staples.




**1** **Open the front cover of the finisher.**



**2** **Turn the knob to the right until the blue sign appears.**







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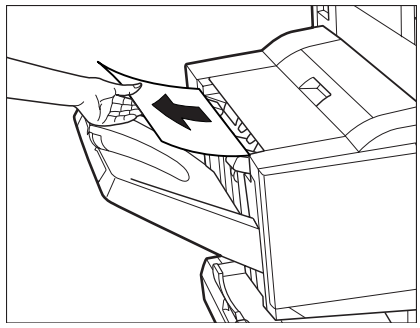
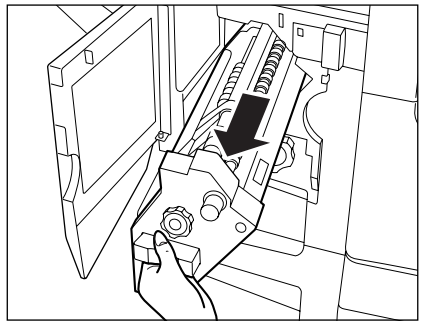
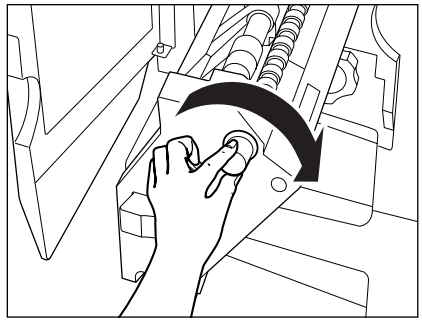
**3** Remove the paper waiting to be stapled, from the output area.



**4** Pull out the stapler unit.



**5** Turn the knob to the right to move the stapler forward.



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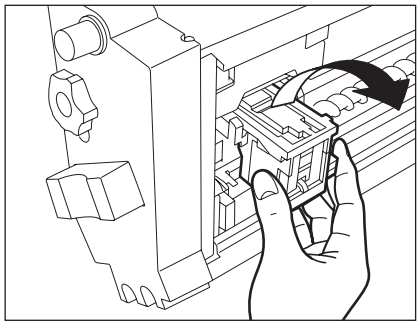
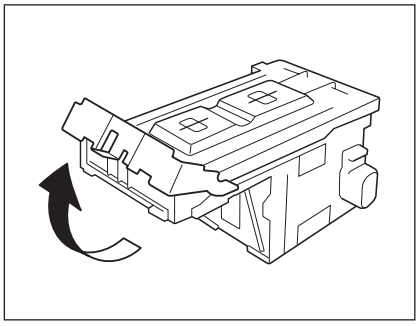
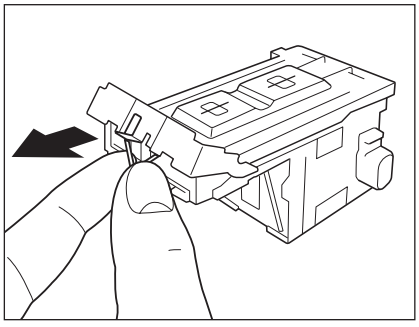
**6** Lift and pull out the staple cartridge, holding it by its left and right sides.



**7** Pull up the knob of the staple cartridge.



**8** Remove all of the staples that slide from the staple case.







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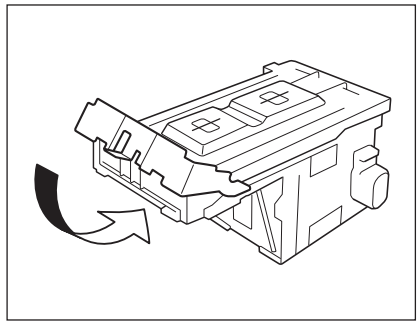
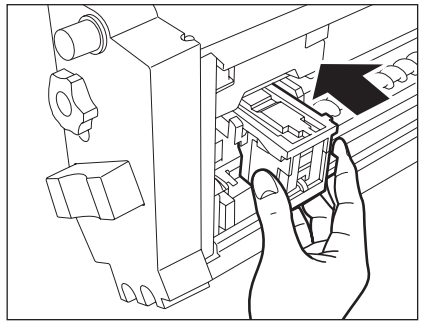
**9** **Return the knob of the staple cartridge to its original position.**

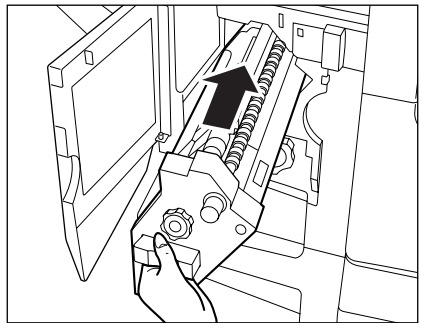


**10** **Push the staple cartridge back into the finisher.**



**11** **Make sure that the staple cartridge is firmly secured, and return the stapler unit to its original position.**

Push the staple unit back until it is firmly secured.



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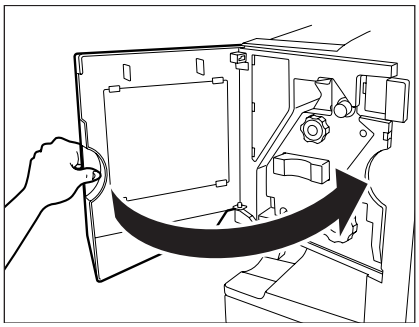
## 12 Close the front cover of the finisher.



**CAUTION**

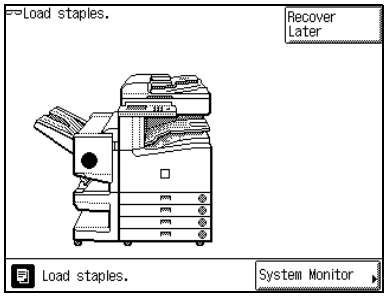
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

NOTE

- *When you close the cover, the stapler unit automatically performs a "dry" stapling operation several times to reposition the staples.*

# Replacing the Staple Case in the Stapler Unit

When the finisher is almost out of staples and the staple case must be replaced, a display similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple case.





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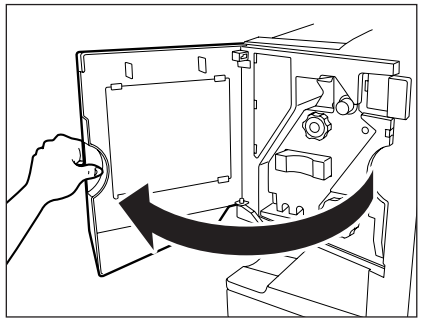
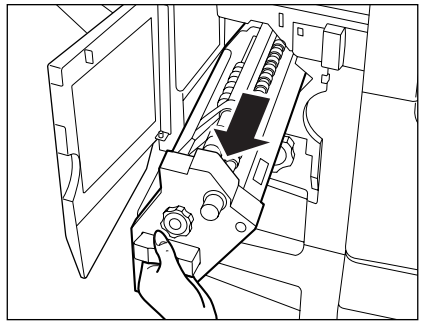
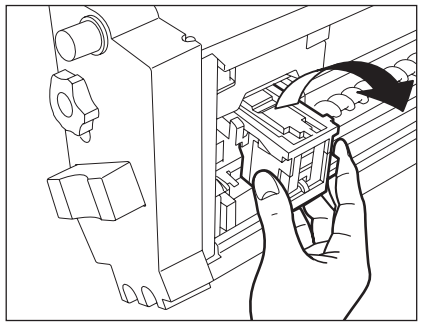
*1* **Open the front cover of the finisher.**



*2* **Pull out the stapler unit.**



*3* **Lift and pull out the staple cartridge, holding it by its left and right sides.**

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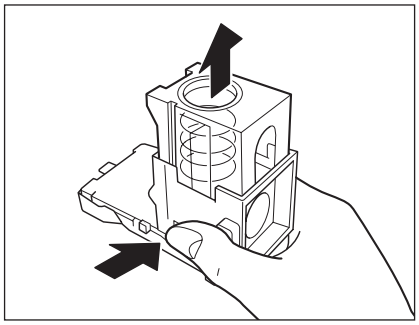
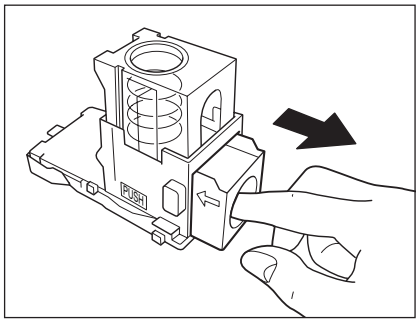
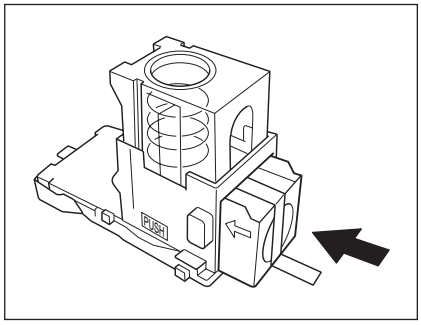
## 4 Pull out the empty staple case, by pushing the area indicated by <PUSH>.

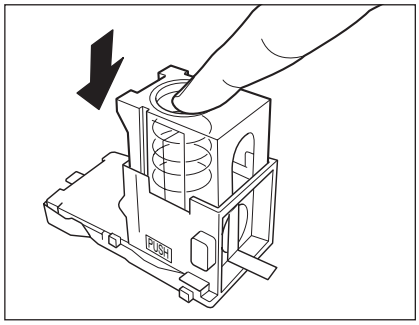
Place the staple cartridge, as shown below, then pull out the staple case.






## 5 Insert the new staple case.




IMPORTANT

- *Use only the special staple case intended for use with this machine.*

NOTE

- *Only one staple case can be inserted at a time.*





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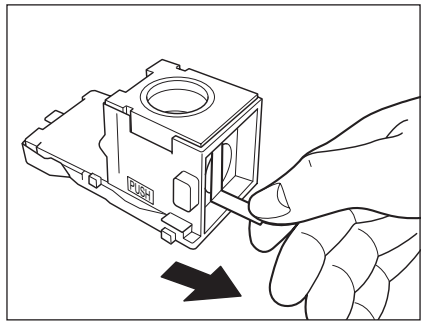
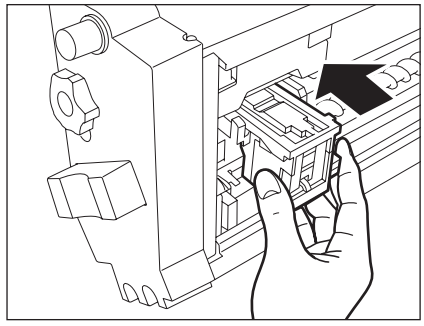
**6** **Remove the seal fixing the staples, by pulling it straight out.**

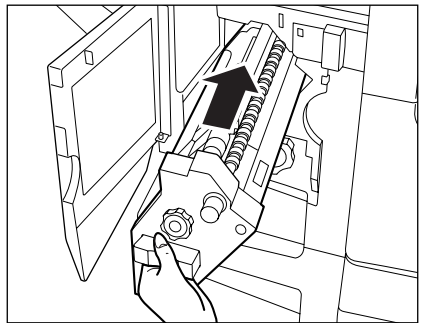



**7** **Push the staple cartridge back firmly into the finisher.**



**8** **Make sure that the staple cartridge is firmly secured, and return the stapler unit to its original position.**

Push the stapler unit until it is locked.



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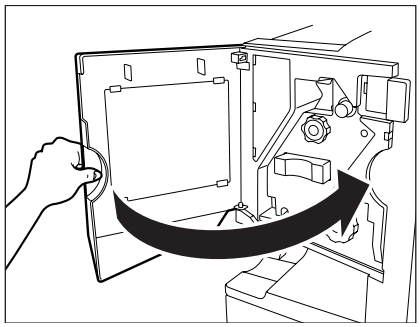
**9** **Close the front cover of the finisher.**

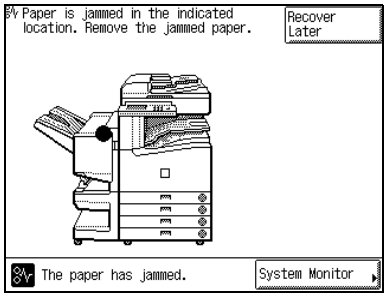


**CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## Clearing Paper Jams in the Puncher Unit

If a paper jam occurs in the puncher unit, a screen similar to the one below appears on the touch panel display. Follow the procedure described below and on the touch panel display, to remove any jammed paper.





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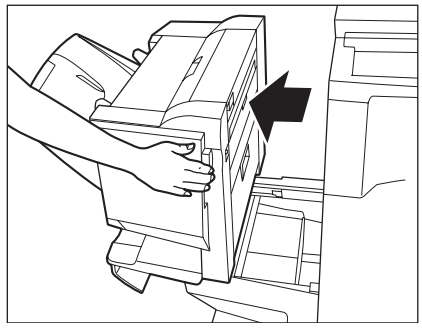
**CAUTION**

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

NOTE

- *This procedure is only required when the Puncher Unit-J1 and Puncher Unit-G1 and are attached.*

## 1 Move the finisher away from the main unit.



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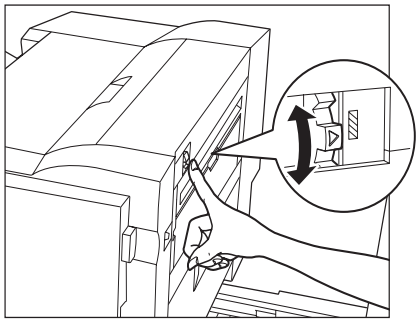
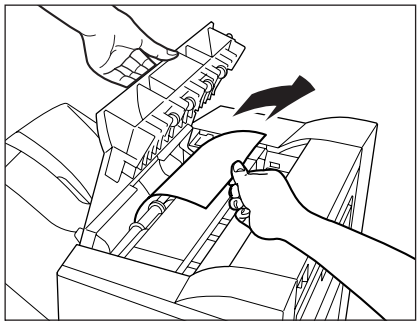
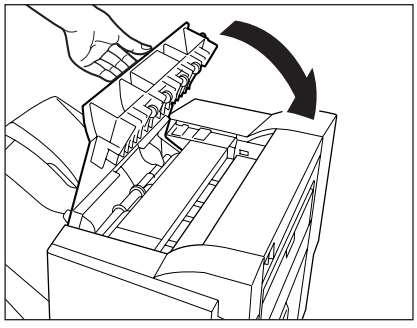
**2** Move the knob into the position (arrow showing), within the area shown in the figure.



**3** Open the top cover, and remove any jammed paper.



**4** Close the top cover of the finisher.



**⚠ CAUTION**

- When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.





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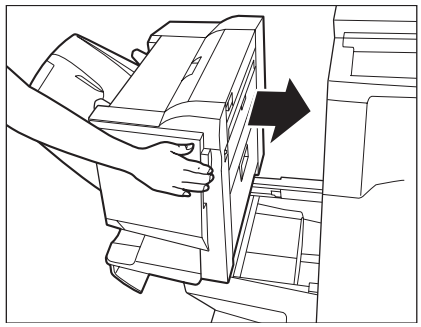
## 5 Connect the finisher to the main unit.



**⚠ CAUTION**

- **When returning the finisher to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

## 6 Follow the instructions on the touch panel display.

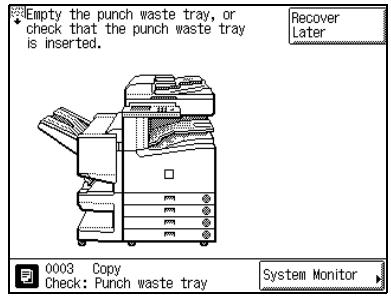
NOTE

- *For details of the screen indicating how to clear the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*



# Removing Punch Waste

When the punch waste tray becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below, to remove the punch waste.


Empty the punch waste tray, or check that the punch waste tray is inserted.
Recover Later
0003 Copy
Check: Punch waste tray
System Monitor

NOTE

- *This procedure is only required when the Puncher Unit-J1 and Puncher Unit-G1 are attached.*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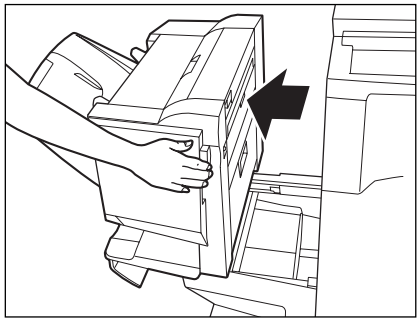
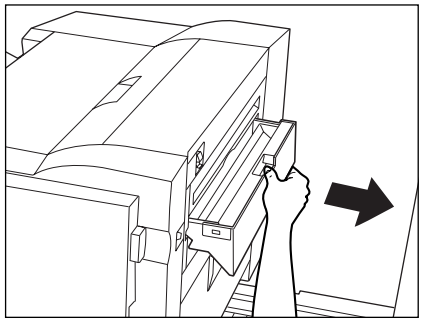
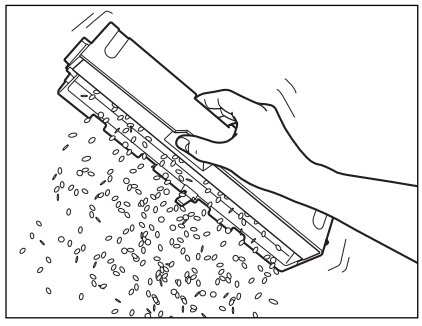
**1** Move the finisher away from the main unit.



**2** Pull out the punch waste tray.



**3** Discard the punch waste.







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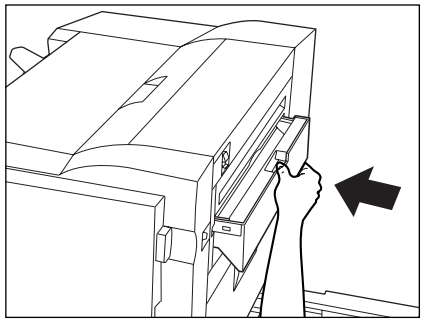
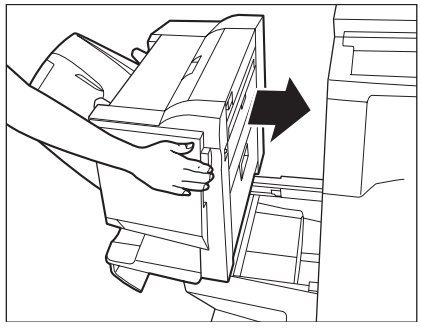
**4** **Return the punch waste tray to its original position.**



NOTE

- *If the tray is not returned securely in place, you cannot make prints with the Hole Punch mode selected.*

**5** **Connect the finisher to the main unit.**



**CAUTION**

- **When returning the finisher to its original position, be careful not to get your fingers caught, as this may result in personal injury.**



# Consumables

Use only the staple cases recommended for use on this machine.

NOTE

- *We recommend that you order staple cases from your service representative before the machine runs out of them.*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# Inner 2way Tray-A1

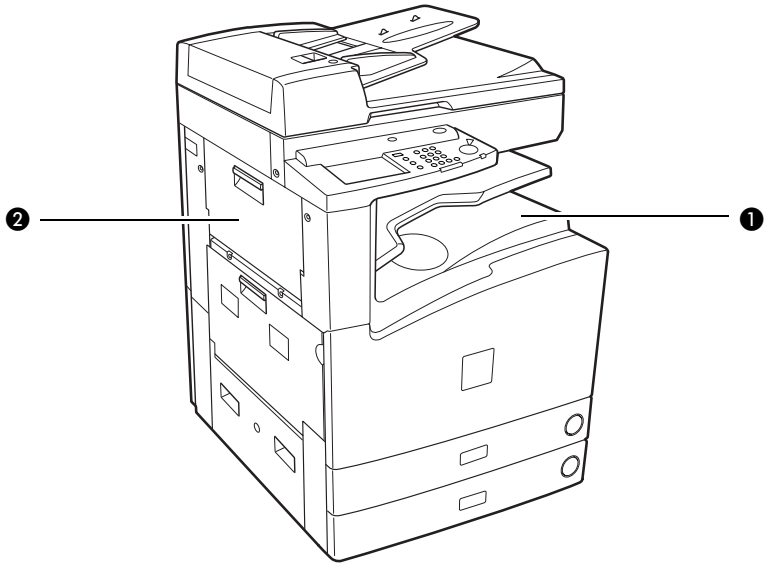
If you attach the Inner 2way Tray-A1 to the machine, prints can be delivered to both the Main Tray and the Inner tray.

In addition to the Inner 2way Tray-A1, if the Saddle Finisher-G1 is attached to the machine, prints can be delivered to three different locations.

IMPORTANT

- *The Inner 2way Tray-A1 is mandatory when attaching the Saddle Finisher-G1.*
- *The Inner Tray is necessary when attaching the Inner 2way Tray-A1.*
- *When the Inner 2way Tray-A1 is attached without the Copy Tray-F1, do not select Tray C for a designated output tray although the selection is available in the setting screen.*
- *When the Finisher-J1 is attached, the Inner 2way Tray-A1 cannot be attached.*

## Parts and Their Functions




**❶ Inner tray**

Paper is output here.

**❷ Upper left cover**

Open to remove jammed copy paper.
(See 'Clearing Paper Jams in the Inner 2way Tray-A1,' on p. 7-74.)





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# Tray Functions

■ **Collate Function**

This function automatically collates paper into sets arranged in page order, and outputs them.

■ **Group Function**

This function outputs all prints of the same page in one set.

NOTE

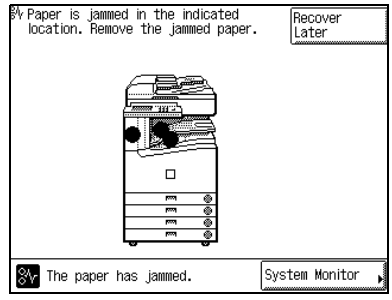
- *When the delivered paper reaches the stacking limit of the tray, printing stops temporarily. After you remove the delivered paper from the tray, the remaining printing restarts.*

■ **Rotate Function**

This function aligns and delivers the copy sets in alternating directions when originals of the same size are copied.

# Clearing Paper Jams in the Inner 2way Tray-A1

If a paper jam occurs in the Inner 2way Tray-A1, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.







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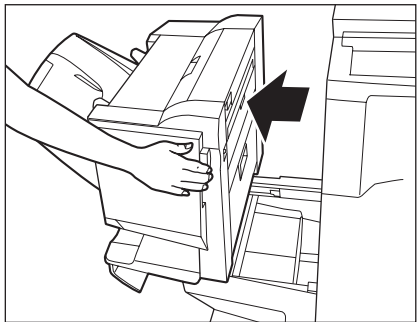
**CAUTION**

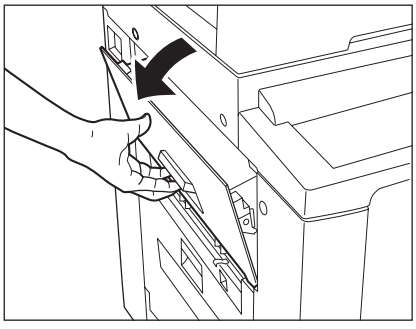
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

## 1 Move the finisher away from the main unit.

When the finisher is not attached, start from step 2.



## 2 Open the upper left cover of the main unit.



**IMPORTANT**

- *The upper left cover of the main unit cannot be opened any further than the position shown in the illustration above.*





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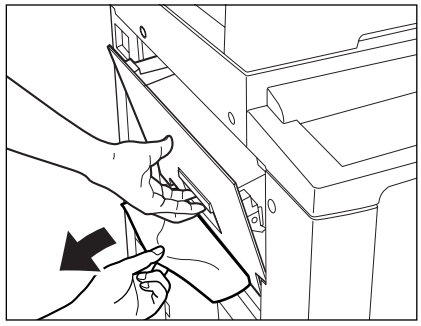
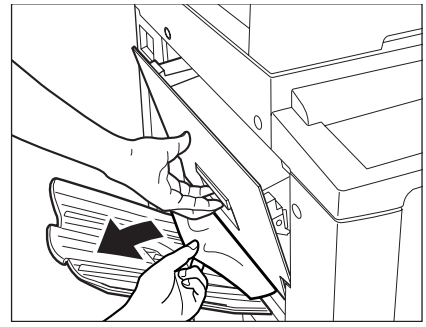
## 3 Remove visible jammed paper with the left cover open.



When Saddle Finisher-G1 is attached

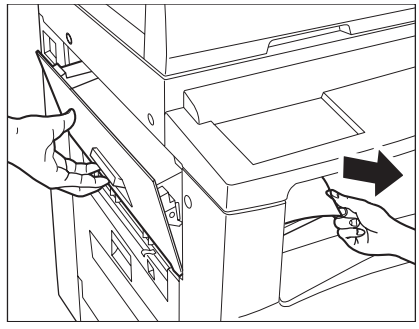


When Copy Tray-F1 is attached

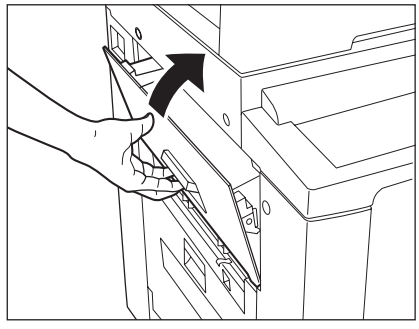
IMPORTANT

- *When removing the jammed paper, hold the left cover.*

## 4 Remove any jammed paper.



## 5 Close the upper left cover.



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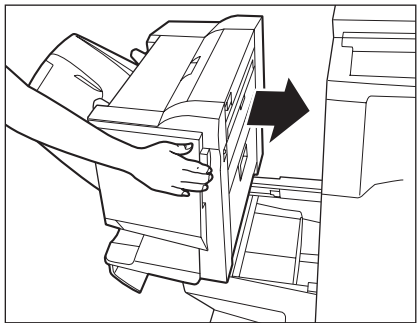
**CAUTION**

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

## 6 Connect the finisher to the main unit.

When the finisher is not attached, this step is not necessary.



**CAUTION**

- **When returning the finisher to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

## 7 Follow the instructions on the touch panel display.

NOTE

- *For details of the screen indicating how to remove the paper jam, see 'Screen Shown When There Is a Paper Jam,' on p. 6-2.*





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# Copy Tray-F1

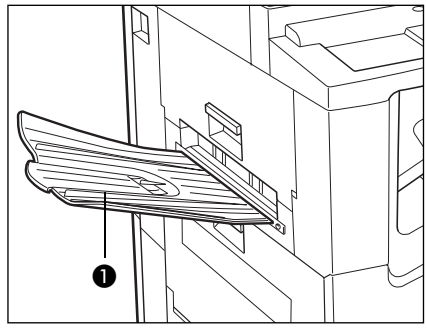
When the Copy Tray-F1 is attached to the machine, the following functions are available:

- Collate mode
- Group mode
- Rotate mode

IMPORTANT

- *The Copy Tray-F1 can be attached together with the Inner 2way Tray-A1 without the Saddle Finisher-G1.*

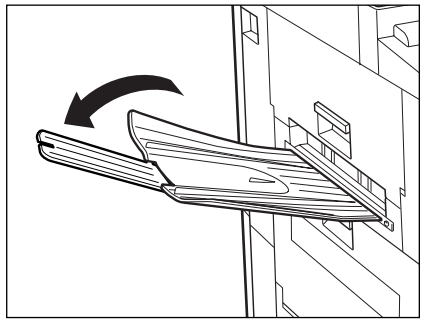
## Parts and Their Functions




**1 Copy tray**
Paper is output here.

NOTE

- *Open the auxiliary tray when copying on large-size paper.*



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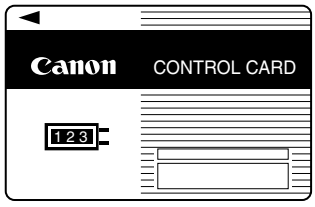
# Card Reader-C1

When the Card Reader-C1 (option) is attached to the machine, you must insert a control card before operating this machine. Then the Department ID management is automatically performed.

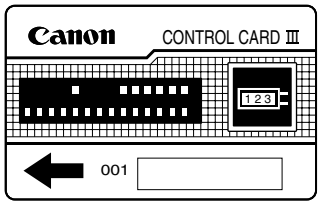
NOTE

- *If the Basic Features screen does not appear on the touch panel display even when the control card is inserted, make sure that:*
  - *The control card is inserted in the correct direction.*
  - *The control card is inserted as far as it can go.*
  - *An unusable control card is not inserted. (For example, cards which are damaged, already used to the set limit, or not allowable.)*
- *Insert a usable control card correctly.*
- *For details of how to turn the power on, see 'Main Power and Control Panel Power,' on p. 1-24.*
- *When the Card Reader-C1 (option) is attached, the types of cards shown below can be used. An optical type card can manage up to 200 departments, and an magnetic type card, up to 3,000 departments. However, the maximum number of departments managed depends on the main unit. The iR3300/iR2800/iR2200 series machines enable you to manage maximum 300 departments,i.e., 200 departments with an optical type card, and 300 departments with an magnetic type card.*

**Magnetic type card**




**Optical type card**





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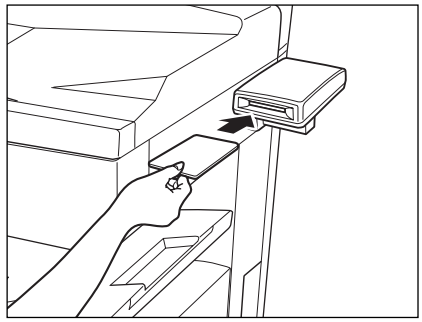
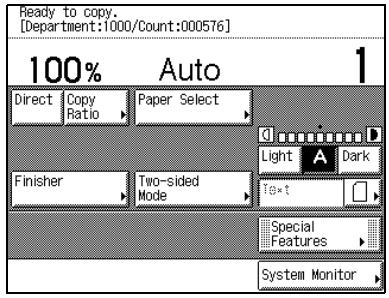
# Operations Before Using Copy, Fax, or Mail Box Functions

**1** **Insert the control card into the card slot, making sure it is facing in the correct direction.**



The Basic Features screen of the selected function appears on the touch panel display.




# Operations After Using Copy, Fax, or Mail Box Functions

**1** **After you finish using the machine, remove the control card.**

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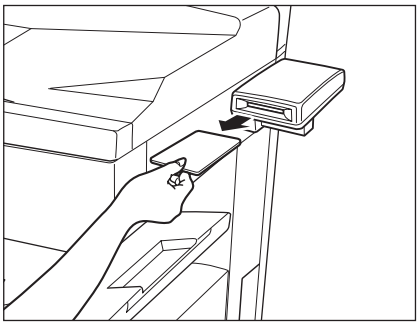
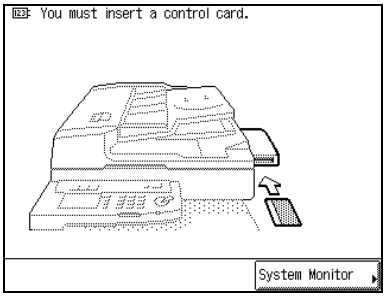


The touch panel display returns to the screen for inserting the control card.






# Department ID Management When Using the Control Card

This section describes how to change the password and Impression Limit, and how to check the print totals, when the control card is being used.

- *The maximum number of digits you can store for the department ID and password is seven. If you store them with less than seven, the machine stores them as follows:*
  - *Example: when <321> is entered → <0000321> is stored.*
- *The maximum number of digits you can store for the Impression Limit is six.*
- *The default setting is "Off."*

## *Changing the Password and Impression Limit*

### *1* Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing "System Settings." Then, press (ID) (ID).



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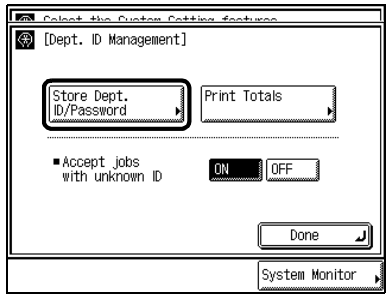
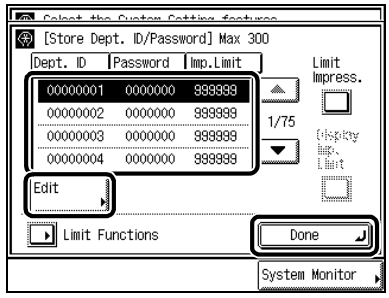
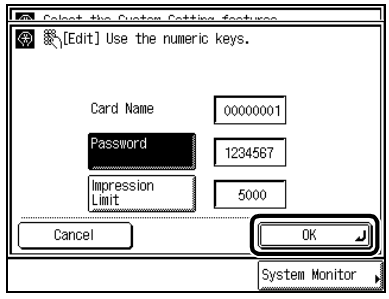
## 2 Press “Store Dept. ID/Password.”




## 3 Select the password you want to change, and press “Edit.”




## 4 Enter the password ID with ⓪ - ⑨ (numeric keys), and press “OK.”




To change the Impression Limit, press “Impression Limit” → enter the number with ⓪ - ⑨ (numeric keys) → press “OK.”

You cannot store a password with only the number <0>, such as <0000000>.

NOTE

- *You cannot change the Department ID.*





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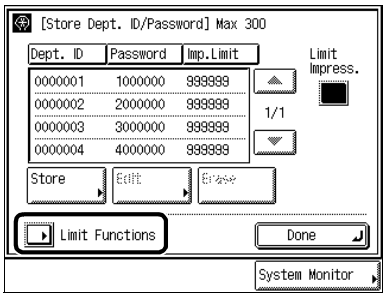
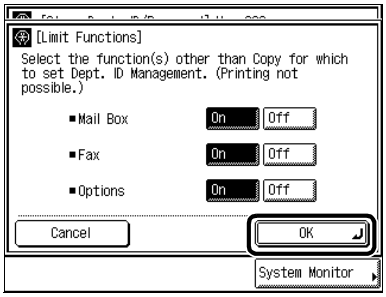
## 5 Press “Limit Functions.”

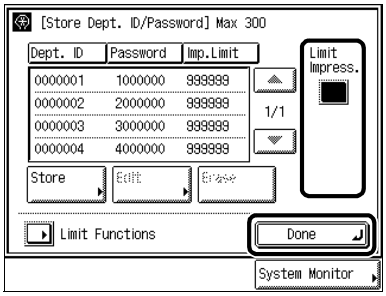



## 6 Select functions to which to apply Department ID Management other than Copy, and press “OK.”




The functions for which Limit Functions has been set to “Off” are not subject to the Department ID Management, except for printing.

## 7 Press “Done” after specifying the Impression Limit.




If you want to set the Impression Limit, press “Limit Impress.” The number of Impression Limit specified in step 4 becomes effective.

When the Impression Limit is set, the number of Impression Limit can be displayed on the Basic Features screen if you press “Display Imp. Limit.”





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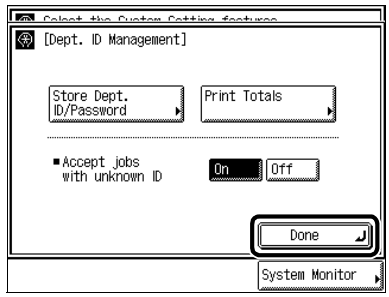
## 8 Press “Done.”




Repeat this procedure.

The display returns to the Basic Features screen.

# *Checking and Printing Counter Information*

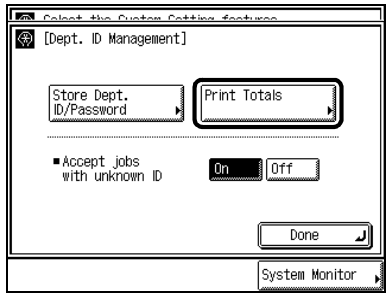
You can display and print a list of the paper count for each department.

## 1 Call up the desired screen as follows:

(Additional Functions) → System Settings → Department ID Management

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) (ID).

## 2 Press “Print Totals.”





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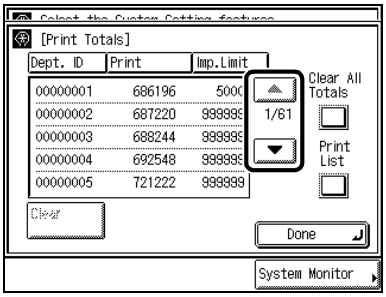
## 3 Check or print the print totals count.

The print total with the Department ID left blank (not displayed) is the total of prints from a computer not correspondent with a stored Department ID (unknown ID).

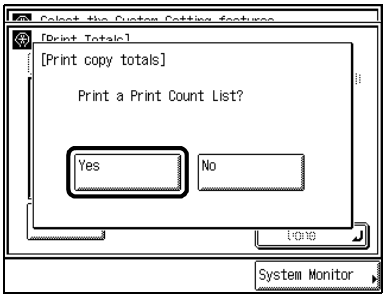
### If you want to check the counter:

Press "▼" or "▲" to display the desired department, and check the print totals.



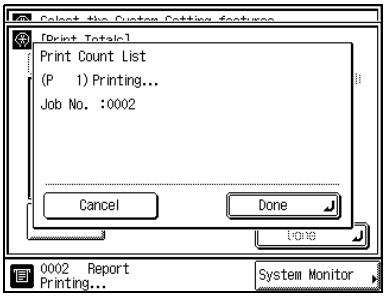

### If you want to print the displayed list:

Select "Print List." When the screen below appears, press "Yes."




If you do not want to print the list, press "No."

The screen below appears during printing.




NOTE

- *To cancel printing, press "Cancel."*
- *To close the screen, press "Done."*





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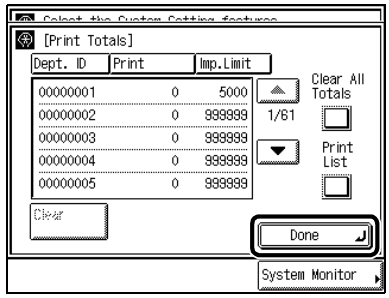
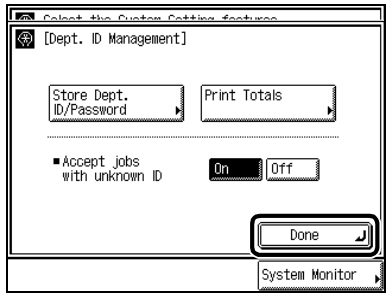
## 4 Press “Done.”




## 5 Press “Done.”




Repeat this procedure.

The display returns to the Basic Features screen.

## *Erasing Print Totals*

The following instructions describe how to delete the print totals made so far, for all departments. It is also possible to delete print totals for a particular department.

---

## 1 Call up the desired screen as follows:

When the System Manager ID/Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press (ID) .





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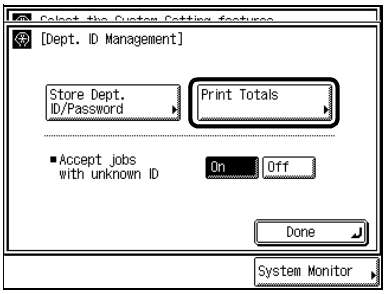
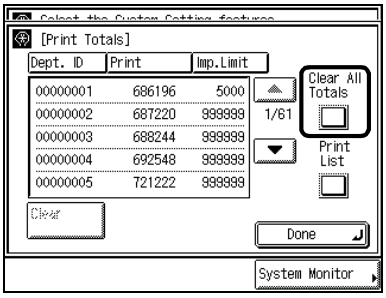
## 2 Press “Print Totals.”

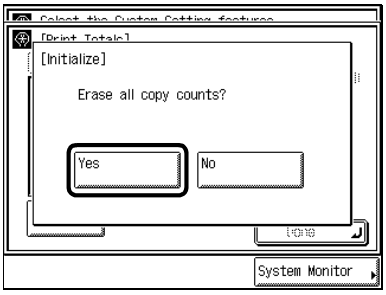



## 3 Press “Clear All Totals.”




To delete one print total at a time, press “▼” or “▲” to display the desired department, and press “Clear.”

## 4 Select “Yes.”




If you do not want to erase the counter, press “No.”





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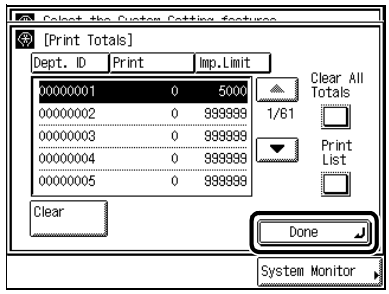
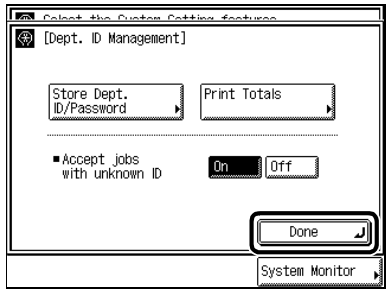
## 5 Press “Done.”




## 6 Press “Done.”




Repeat this procedure.

The display returns to the Basic Features screen.

## *Specifying Whether or Not to Accept Print Jobs of Unknown ID*

You can specify whether or not to print documents from a computer not correspondent with a stored department ID.

NOTE

- *“Accept jobs with unknown ID” is displayed only when the Printer Kit is attached.*
- *The default setting is “On.”*

## 1 Call up the desired screen as follows:

When the System Manager ID/ Password is set, enter the System Manager ID and System Password after pressing “System Settings.” Then, press ID .





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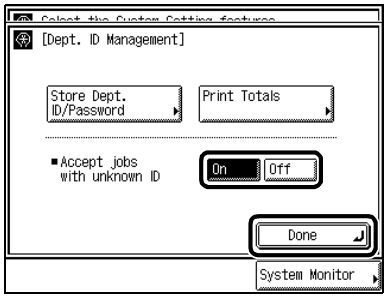
## 2 Select “On” or “Off,” and press “Done.”




When printing documents from a computer not correspondent with a stored department ID, press “On.”

When not printing documents from a computer not correspondent with a stored department ID, press “Off.”

## 3 Press “Done.”

Repeat this procedure.

The display returns to the Basic Features screen.





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# Appendix

8
CHAPTER

## ndling Options

7
CHAPTER

chapter describes the use of options and what to do if there is a paper jam in an optional unit.

## shooting

6
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es what to do in response to a paper jam in the main unit or an error

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# Specifications

Specifications are subject to change without notice for product improvement or future release.

## Main Unit

| | |
|---|---|
| Name | Canon iR3300/iR2800/iR2200 |
| Type | Desktop |
| Platen | Stationary |
| Photoconductive material | OPC |
| Copying system | Electrostatic Transfer System |
| Developing system | Toner Projection System |
| Fixing system | On-demand method |
| Resolution | Reading 600dpi x 600dpi<br>Writing approx. 1200dpi x 600dpi<br>Printing approx. 2400dpi x 600dpi |
| Number of tones | 256 |
| Acceptable paper stock | Paper drawer 64g/m$^2$ to 80g/m$^2$<br>Plain, Recycled, Colour, Tracing paper<br>Stack bypass 64g/m$^2$ to 128g/m$^2$<br>Plain, Heavy, Recycled, Colour, Letterhead, Tracing paper, Transparency, Labels, Bond, Envelopes (COM10, ISO-B5, ISO-C5, DL, Monarch,Yougata 4) |
| Capacity per tray | A4 : 250 sheets<br>A3 : 100 sheets |
| Acceptable originals | Sheet, Books, 3-dimensional objects (Up to approx. 2 kg) |
| Maximum original size | A3 |
| Paper sizes | Paper drawer: A3, A4, A4R, A5, A5R<br>Stack bypass: A3, A4, A4R, A5, A5R, Free-size (100mm x 139mm to 297mm x 432mm) |





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| | |
|---|---|
| Non-image areas | Leading edge: 2.5 mm<br>Left and right side: 2.5 mm<br>Trailing edge: 2.5 mm (A4, A4R, A5, A5R)<br>3.5 mm (A3) |
| Warm-up time | When main power is turned ON: 29 seconds max.<br>Activation time from Sleep mode: 10 seconds max.<br>*Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 20°C.) |
| First copy time | Platen glass selected: 5.8 seconds max. |
| Copy speed | <table><tr><th></th><th></th><th>iR3300</th><th>iR2800</th><th>iR2200</th></tr><tr><td>Direct</td><td>A3</td><td>16cpm</td><td>16cpm</td><td>16cpm</td></tr><tr><td></td><td>A4</td><td>33cpm</td><td>28cpm</td><td>22cpm</td></tr><tr><td></td><td>A4R</td><td>18cpm</td><td>18cpm</td><td>18cpm</td></tr><tr><td></td><td>A5</td><td>18cpm</td><td>18cpm</td><td>18cpm</td></tr><tr><td></td><td>A5R</td><td>18cpm</td><td>18cpm</td><td>18cpm</td></tr><tr><td>Reduction</td><td>A3 → A5R (50%)</td><td>18cpm</td><td>18cpm</td><td>18cpm</td></tr><tr><td></td><td>A3 → A4R (70%)</td><td>18cpm</td><td>18cpm</td><td>18cpm</td></tr><tr><td>Enlargement</td><td>A4R → A3 (141%)</td><td>16cpm</td><td>16cpm</td><td>16cpm</td></tr><tr><td></td><td>A5R → A3 (200%)</td><td>16cpm</td><td>16cpm</td><td>16cpm</td></tr></table>Except when paper is fed from the stack bypass. |
| Magnification | Direct 1:1 (±0.7%)<br>Reduction 1:0.707 (A3 → A4)<br>1:0.500 (A3 → A5R)<br>1:0.250<br>Enlargement 1:1.414 (A4 → A3)<br>1:2.000 (A5 → A3)<br>1:4.000<br>1:8.000 |
| Paper feeding system | Paper drawer: 500 sheets x 2 cassettes (80g/$m^2$)<br>Stack bypass: 50 sheets (80g/$m^2$) |
| Exposure control | Automatic exposure control or manual exposure control |
| Multiple copies | 999 sheets max. |
| Power source | 220-240V, 50Hz |
| Max power consumption | 1.35kW max. |
| Dimensions (W x D x H) | 565mm x 678mm x 769mm<br>(When the platen cover is not attached.) |
| Installation space (W x D) | 830mm x 678mm<br>(Dimensions of stack bypass tray is given for extended condition.) |
| Weight | Approx. 80kg |





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## Feeder (DADF-H1)

| | |
|---|---|
| Originals | A3, A4, A4R, A5, A5R |
| Original paper weights | One-sided scanning: 38g/m$^2$ to 128g/m$^2$<br>Two-sided scanning: 50g/m$^2$ to 128g/m$^2$ |
| Original tray capacity | 50 sheets (80g/m$^2$), 10 sheets (40g/m$^2$ max) |
| Original replacement speed | 33 sheets/minute (A4) |
| Power source | From main unit |
| Power consumption | 25W |
| Dimensions (W x D x H) | 565mm x 538mm x 122mm |
| Weight | Approx. 8.5kg |

## Cassette Feeding Unit-W1

| | |
|---|---|
| Paper feeding system | 500 sheets x 2 cassette (80 g/m$^2$) |
| Power source | From main unit |
| Power Consumption | 27W |
| Dimensions (W x D x H) | 565mm x 678mm x 248mm |
| Weight | Approx. 28kg |
| Acceptable paper size | 1st drawer: A4, A4R, A5, A5R<br>2nd drawer: A3, A4, A4R, A5, A5R |




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## Envelope Feeder Attachment-B1

| | |
|---|---|
| Copy Speed | COM10 10cpm<br>Monarch 10cpm<br>DL 10cpm<br>ISO-B5 10cpm<br>ISO-C5 10cpm<br>Yougata 4 10cpm |
| Dimensions (W x D x H) | 199mm x 288mm x 62mm |
| Weight | Approx. 840g |
| Acceptable Envelopes | COM10, Monarch, DL, ISO-B5, ISO-C5, Yougata 4 |

## Paper Deck-L1

| | |
|---|---|
| Paper deck capacity | 2,500 sheets (80g/$m^2$) |
| Power source | From main unit |
| Power consumption | 27W |
| Dimensions (W x D x H) | 324mm x 591mm x 432mm |
| Weight | Approx. 30kg |
| Acceptable paper size | A4 |

## Finisher-J1

| | |
|---|---|
| Paper | 64g/$m^2$ to 128g/$m^2$ |
| Capacity per tray | Non-collate, Collate, Group mode<br>A4, A4R, A5, A5R: 300 sheets (47mm)<br>A3: 150 sheets (24mm)<br>Staple mode<br>A3, A4, A4R: 30 sets (47mm) |
| Max. stapling capacity | 30 sheets (A4, A4R), 15 sheets (A3) |
| Available staple size | A3, A4, A4R |





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| | |
|---|---|
| Available offset size | A3, A4, A4R, A5 |
| Power source | From main unit |
| Power consumption | 40W |
| Dimensions (W x D x H) | 565mm x 509mm x 232mm |
| Installation space (W x D) | 830mm x 678mm |
| Weight | Approx.11kg |

## Saddle Finisher-G1

| | |
|---|---|
| Paper | Finisher Unit: 64g/$m^2$ to 80g/$m^2$<br>Saddle Stitcher Unit: 64g/$m^2$ to 80g/$m^2$ |
| Capacity per tray | Non-collate mode, Collate mode, Group mode<br>A4, A4R, A5, A5R: 1,000 sheets (147mm)<br>A3: 500 sheets (74mm)<br>Staple mode<br>A4, A4R: 1,000 sheets (147mm)/30 sets<br>A3: 500 sheets (74mm)/30 sets<br>Saddle Stitch: 2 to 5 sheets/20 sets, 6 to 10 sheets/10 sets |
| Max. stapling capacity | Staple mode<br>A4, A4R: 50sheets<br>A3: 25sheets<br>Saddle Stitcher<br>2 to 10 sheets |
| Available staple size | A3, A4, A4R |
| Available saddle stitch size | A3, A4R |
| Available offset size | A3, A4, A4R, A5 |
| Saddle stitcher folding method | Roller pressure folding |
| Saddle stitcher folding mode | V-fold |
| Power source | From main unit |
| Power consumption | 33W |




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| | |
|---|---|
| Dimensions (W x D x H) | 532mm x 603mm x 855mm |
| Dimensions when attached to the main unit (W x D) | 1469mm x 678mm |
| Weight | Approx. 35kg (including the installation kit) |

## Puncher Unit-J1/G1

| | |
|---|---|
| Paper | 64g/$m^2$ to 80g/$m^2$ |
| Hole punching system | Sequential processing system |
| Punch hole quantity, hole diametre | 2 holes, 6.5mm (Puncher Unit-J1)<br>4 holes, 6.5mm (Puncher Unit-G1) |
| Distance between punch holes | 80mm (Puncher Unit-J1/G1) |
| Paper size in which holes can be punched | A3, A4, A4R (Puncher Unit-J1)<br>A3, A4 (Puncher Unit-G1) |
| Punch waste tray capacity | Approx. 10,000 sheets (Puncher Unit-J1)<br>Approx. 5,000 sheets (Puncher Unit-G1) |
| Power source | From main unit |
| Power consumption | 7W |
| Dimensions (W x D x H) | 90mm x 560mm x 170mm |
| Weight | Approx. 2.4kg |

## Inner 2way Tray-A1

| | |
|---|---|
| Capacity | 250 sheets (A4), 100 sheets (Others) |
| Power source | From main unit |
| Power consumption | 35W |





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| | |
|---|---|
| Dimensions (W x D x H) | 149mm x 420mm x 254mm |
| Installation space (W x D) | 830mm x 678mm |
| Weight | Approx. 3.5kg |

## Copy Tray-F1

| | |
|---|---|
| Capacity | 100 sheets (A4), 50 sheets (others) |
| Dimensions (W x D x H) | 322mm x 300mm x 227mm |
| Installation space (W x D) | 1152mm x 678mm |
| Weight | Approx. 435g |

## Card Reader-C1

| | |
|---|---|
| Card to be used | Magnetic type card, Optical type card |
| Card readout method | Magnetic/Optical readout |
| Magnetic card reading direction | Inserting Direction |
| Store/replay | Replay |
| Power source | From main unit |
| Dimensions (W x D x H) | 88mm x 100mm x 32mm |
| Weight | Approx. 295g |




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# Relation of Original Orientation and Paper Orientation

Please use this chart when printing on paper with logos etc., printed beforehand.

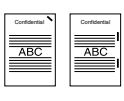
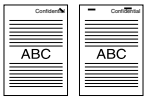
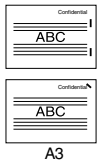
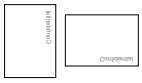
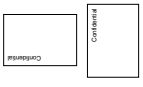
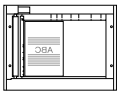
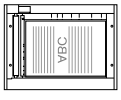
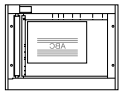
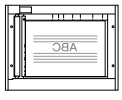
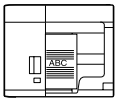
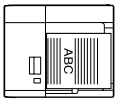
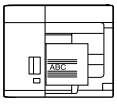
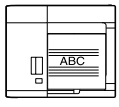
IMPORTANT

- *When the Finisher-J1 is attached, only the <Corner: Top Left> stapling setting is available.*

NOTE

- *When copying on the rear side of printed paper, set the paper in the way that the side you want to copy on is:*
  - *Face down when using a paper drawer.*
  - *Face up when using the stack bypass or paper deck.*

## ■ When you want to Set the Right-side Stapling

| Output example / Original/ paper orientation, settings |  A4 |  A3 | A4 |  A3 |
|---|---|---|---|---|
| Orientation in paper drawer | | |  | |
| Orientation in stack bypass/ paper deck | | |  | |
| Orientation on the platen glass |  |  |  |  |
| Staple setting | Corner: Top Right<br>Double: Right | Corner: Top Left<br>Double: Left | Corner: Top Right | Corner: Top Right<br>Double: Right |
| Orientation in the feeder |  |  |  |  |
| Staple setting | Corner: Top Right<br>Double: Right | Corner: Bottom Right<br>Double: Right | Corner: Top Right | Corner: Top Right<br>Double: Right |
| Auto Orientation setting | Either On or Off | Either On or Off | Either On or Off (Set to On when paper orientation in paper drawer/ paper deck is vertical | Either On or Off |





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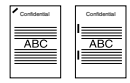
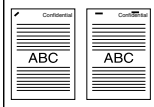
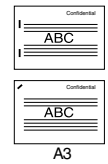
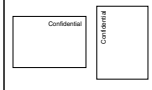
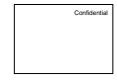
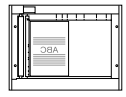
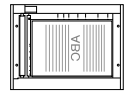
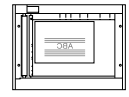
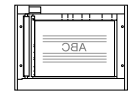
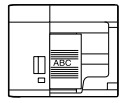
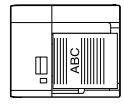
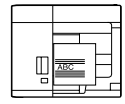
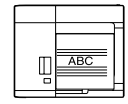
## ■ When you want to Set the Left-side Stapling

| Original/ paper orientation, settings \ Output example |  A4 |  A3 | A4 |  A3 |
|---|---|---|---|---|
| Orientation in paper drawer ↑ | | | | |
| Orientation in stack bypass/ paper deck ← | | |  |  |
| Orientation on the platen glass |  |  |  |  |
| Staple setting | Corner: Top Left<br>Double: Left | Corner: Top Right<br>Double: Right | Corner: Top Left | Corner: Top Left<br>Double: Left |
| Orientation in the feeder |  |  |  |  |
| Staple setting | Corner: Top Left<br>Double: Left | Corner: Bottom Left<br>Double: Left | Corner: Top Left | Corner: Top Left<br>Double: Left |
| Auto Orientation setting | Either On of Off | Either On of Off | Either On or Off<br>(Set to On when paper orientation in paper drawer/ paper deck is vertical) | Either On or Off |

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# System Management Mode of the iR3300/iR2800/iR2200

The following pages regarding the use and operations of the System Manager mode, should be cut out of this manual, and be stored by the supervisor or the system manager.

With this function, you can set restrictions to the System Settings of the Additional Functions, and manage the contents of the settings stored by other users. This mode is call the System Management mode.

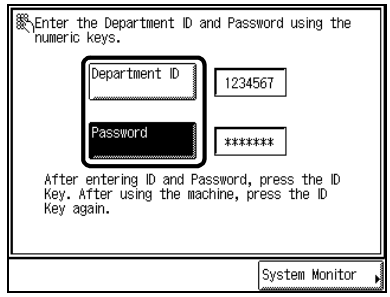
The operations which can be done in the System Management mode are as follows:

- Box Document Management
- Box Setting Management

## Entering the System Management Mode

### *When Department ID Management is Enabled*

**1** **Enter the system manager ID for "Department ID," and the system password for "Password" in the screen shown below with (0) - (9) (numeric keys). Then press (ID) .**


Enter the Department ID and Password using the numeric keys.
Department ID
1234567
Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

The machine enters the System Management mode.



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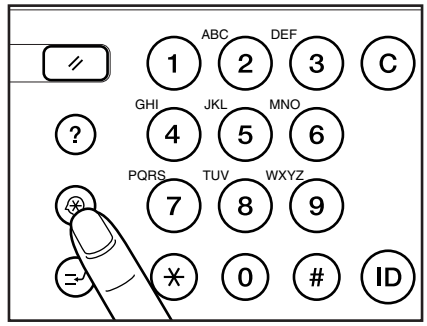
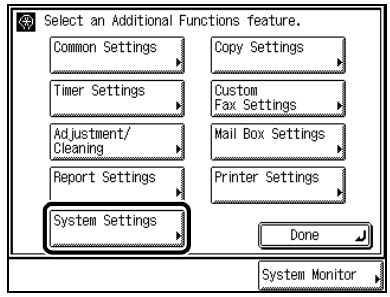
## *When Department ID Management is not Enabled*

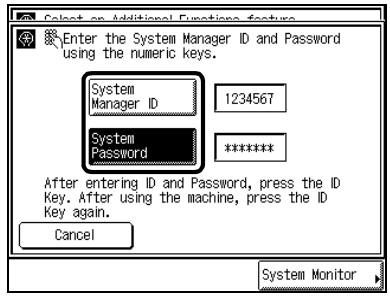
**1** **Press** (Additional Functions) **.**




**2** **Press "System Settings."**




**3** **Enter the System Manager ID/Password with** (0) **-** (9) **(numeric keys), and press** (ID) **.**


Enter the System Manager ID and Password using the numeric keys.
System Manager ID
1234567
System Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
Cancel
System Monitor

The machine enters the System Management mode.

NOTE

- Enter the number stored under System Manager Settings. (See 'Setting Specifications of System Manager Settings (System Manager Settings),' on p. 4-2.)



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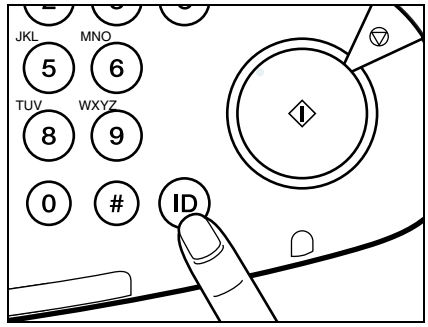
# Canceling the System Management Mode

**1** **Press (ID) .**



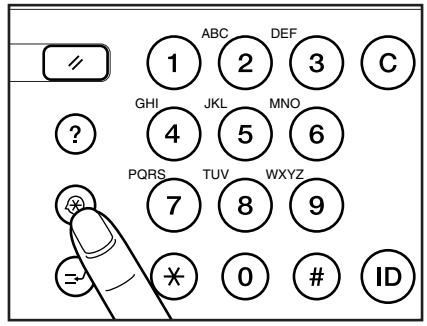

The System Management mode is canceled.

The System Management mode is also canceled even when Auto Clear has taken place, returning to the screen specified to display after Auto Clear.

# Managing Mail Box in the System Management Mode

You can operate the mail box documents stored by other users. For example, you can operate a mail box that the user has forgotten its password, erase unnecessary documents, or get access to box documents of other users in case of need.

**1** **Enter the System Management mode.**



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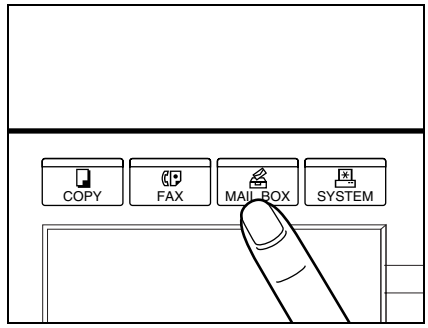
## 2 Press .



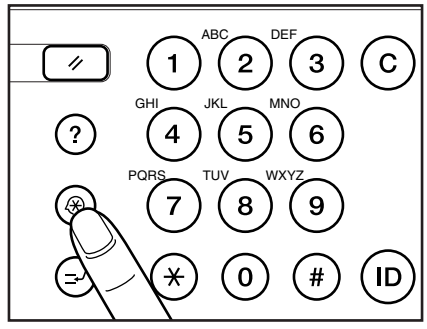

## 3 Operate the Mail Box.

For details of how to use the Mail Box, see the Mail Box Function Guide.

# Changing the Mail Box Settings in the System Management Mode

You can change the mail box settings restricted with a password. For example, you can initialise an unnecessary mail box, or change the name of a mail box. Also, you can reset the password of the mail box in case the user has forgotten it.

## 1 Press .




When the machine is already in the System Management mode, press and proceed to step 5.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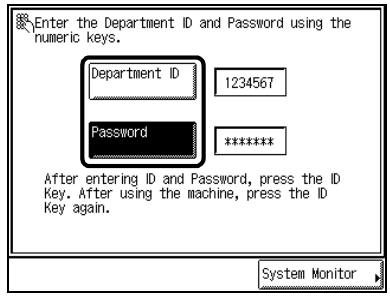
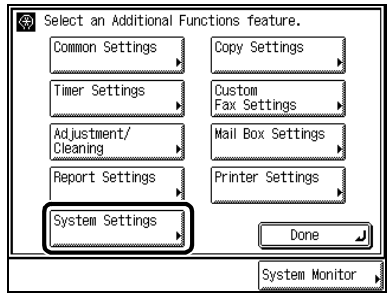
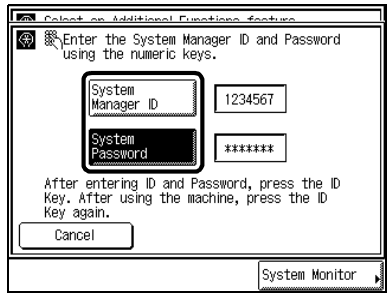
When Department ID Management is enabled, enter the System Manager ID for “Department ID,” and the System Password for “Password,” with 0 - 9 (numeric keys), and press ID (ID).


Enter the Department ID and Password using the numeric keys.
Department ID
1234567
Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
System Monitor

## 2 Press “System Settings.”




## 3 Enter the System Manager ID/Password using ID - 9 (numeric keys), and press ID .


Enter the System Manager ID and Password using the numeric keys.
System Manager ID
1234567
System Password
*******
After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.
Cancel
System Monitor

The machine enters the System Management mode.

NOTE

- Enter the number stored under System Manager Settings. (See ‘Setting Specifications of System Manager Settings (System Manager Settings),’ on p. 4-2.)



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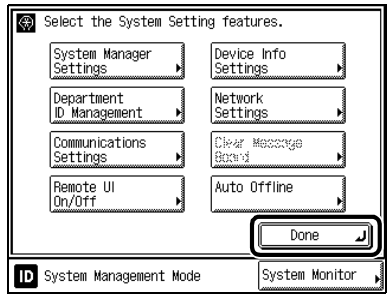
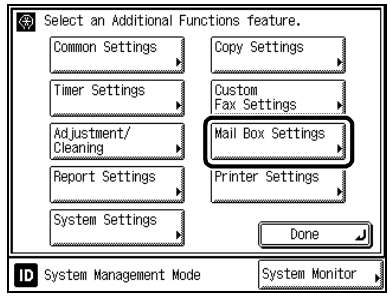
## 4 Press “Done.”




The display returns to the Additional Functions screen.

## 5 Press “Mail Box Settings,” and change the settings.




To specify the Mail Box Settings, see the *Mail Box Function Guide*.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# Check Sheet for the Periodic Inspection of the Breaker

This page should be cut out of this manual and copied for future use.
After cutting out of the user's guide, store this page in a safe place near the machine.

■ **How to Inspect the Breaker Periodically**

Follow the procedure described in the 'Periodic Inspection of the Breaker,' on p. xxiv of the iR3300/iR2800/iR2200 Series Reference Guide, once or twice a month.

■ **How to Fill in This Check Sheet**

Fill in the date of inspection and the name of inspector.
When the inspection is finished normally, write a check mark under "OK."
If not, contact your service representative. (Also write a check mark under "NG.")

| Date of Inspection | Inspector | Result | |
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